

THE AGA KHAN UNIVERSITY

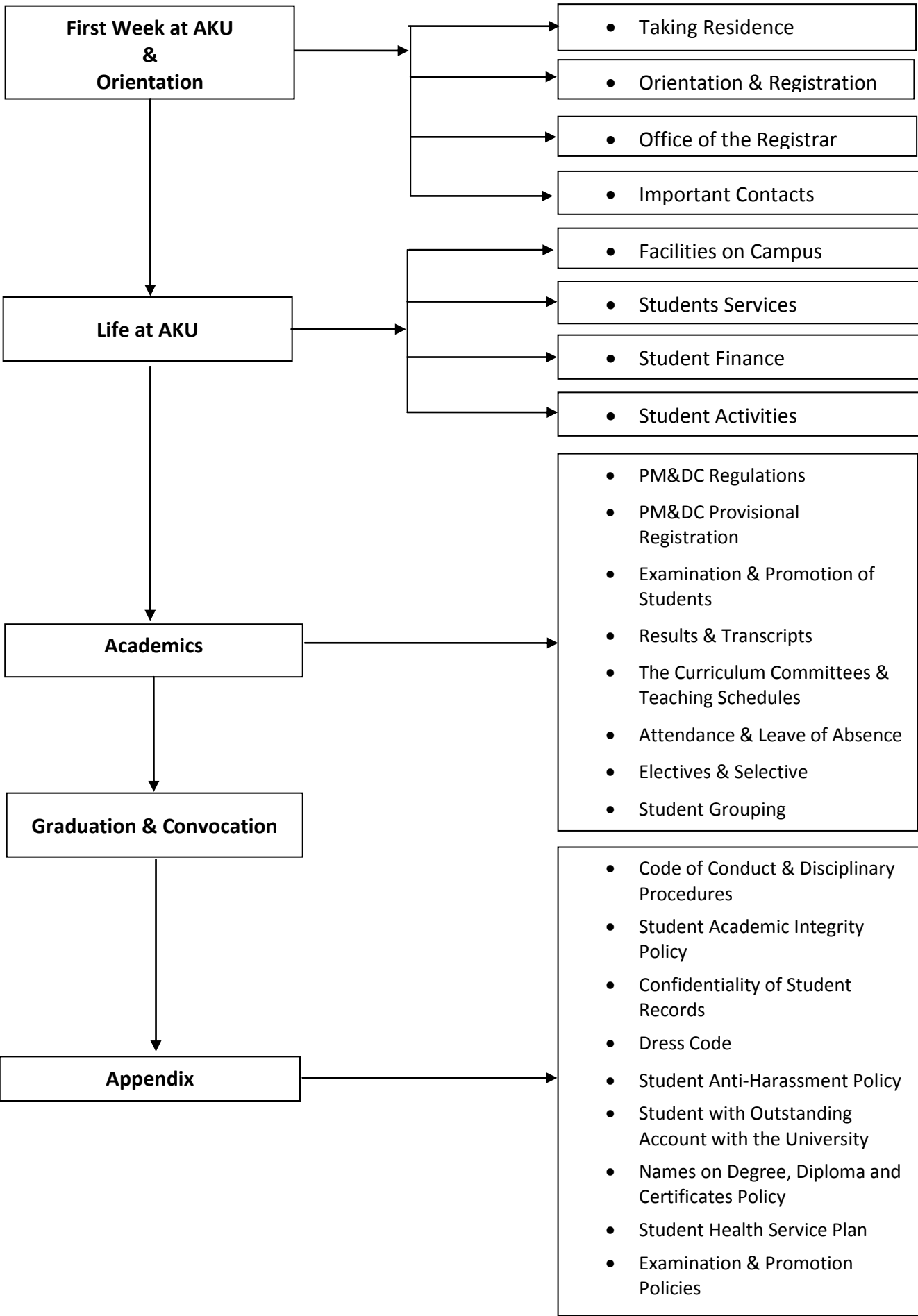
Faculty of Health Sciences
Medical College

STUDENT HANDBOOK (2016-2017)

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December 2016*

The University reserves the right to review, change and implement policies and procedures of this Handbook during the year.



First Week at AKU & Orientation

- Taking Residence

- Orientation & Registration

- Office of the Registrar

- Important Contacts

Life at AKU

- Facilities on Campus

- Students Services

- Student Finance

- Student Activities

Academics

- PM&DC Regulations
- PM&DC Provisional Registration
- Examination & Promotion of Students
- Results & Transcripts
- The Curriculum Committees & Teaching Schedules
- Attendance & Leave of Absence
- Electives & Selective
- Student Grouping

Graduation & Convocation

- Code of Conduct & Disciplinary Procedures
- Student Academic Integrity Policy
- Confidentiality of Student Records
- Dress Code
- Student Anti-Harassment Policy
- Student with Outstanding Account with the University
- Names on Degree, Diploma and Certificates Policy
- Student Health Service Plan
- Examination & Promotion Policies

Appendix

Welcome to the Aga Khan University Medical College, Class of 2021!

Congratulations on achieving a place at the Aga Khan University Medical College. This is to let you know that we, at the 'Office of the Registrar' are here to assist you and help you feel at ease in your new surroundings. We wish you the best as you enter a new phase in your life. This Handbook has been designed to help you with your planning, and to ensure that you have the support you need to make your experience at AKU the best it can be. May we request you to please review this Handbook; the University's policies/procedures are explained which will be useful throughout your five year stay in the MBBS programme.

Your time at the College will be packed with new opportunities, adventures and challenges, and we hope that you really enjoy your time here at AKU.

Today, you join a dynamic Faculty in a life-long quest for learning. At this University, we strive to develop a close and supportive community for our students. The faculty and administration want to get to know you and enjoy the relationship.

***Office of the Registrar
December, 2016***

Table of Contents

	Page No.
<u>Section I – First week at AKU & Orientation</u>	1
1. Taking Residence	2
2. Orientation & Registration	3
3. Office of the Registrar	4
4. Important Contacts	4
<u>Section II – Life at AKU</u>	5
1. Code of Conduct & Disciplinary Procedures	6
2. Student Academic Integrity Policy	6
3. Confidentiality of Student Records	6
4. Dress Code	7
5. Student Anti-Harassment Policy	7
6. Student with Outstanding Account with the University	7
7. Names on Degree, Diploma and Certificates Policy	7
8. Facilities on Campus	8
• University Book Shop	8
• Photocopying	8
• Lockers	8
• Lost and Found	8
• Food Services	8
• Takeaway Corner	8
• University Tuck Shop	8
• Prayer Area	9
• Notice Boards	9
• Mail and Dispatch	9
• Internet Access	9
• Transport	9
• Bank	9
• Students' Lounge	9
• Gift Shop	10
• Flower Shop	10
• Basic Store	11
• Health Facilities	11
• Security On Campus	11
• Security Emergency Response Service	11
• The Sports and Rehabilitation Centre	12
• The Faculty of Health Science Library	14
• Audio Visual and Learning Resource Centre	17
9. Student Services	21
• Bonafide and Reference Letters	21
• Attestation Service	21

• Verification Service	21
• The AKUMed	22
• One45	23
• Student Mentorship Programme	24
• Student Health Service Plan	25
• Student Development and Counselling	25
10. Student Finance	28
• University Finance Department	28
• Tuition and Other Charges	28
• Financial Assistance Programme	28
• Scholarships	30
11. Student Activities	31
<u>Section III- Academic</u>	35
1. Pakistan Medical & Dental Council (PM&DC) Regulations	36
2. PM&DC Provisional Registration	36
3. Examination & Promotion Policies	36
4. Results & Transcripts	36
5. The Curriculum Committee & Teaching Schedules	38
6. Attendance	39
7. Leave of Absence	39
8. Electives & Selective	40
9. Student Grouping	44
<u>Section IV- Graduation & Convocation</u>	46
1. Graduation	47
2. Information to upload the documents at ERAS Web Portal	48
3. Convocation	51
<u>Appendix:</u>	
A. Code of Conduct & Disciplinary Procedures	
B. Student Academic Integrity Policy	
C. Confidentiality of Student Records	
D. Dress Code	
E. Student Anti-Harassment Policy	
F. Student with Outstanding Account with the University	
G. Names on Degree, Diploma and Certificates Policy	
H. Student Health Service Plan	
I. Examination & Promotion Policies	

First Week at AKU & Orientation

Taking Residence

Accommodation

The Aga Khan University manages accommodation needs of non-resident students through on-campus and off-campus hostels. These hostels provide furnished, single/shared room accommodation to students. The university has initiated the process of installing air-conditioners in each room of on-campus hostels and it is expected that the project will be completed by June 2017. There will be a separate charge for this facility. Each hostel also has an air-conditioned common room. Since space is limited, priority is given to students who are non-residents of Karachi.

In the interest of those who seek accommodation, a written request addressed to the Manager University Residences should be submitted to the Hostel Office well ahead of time.

Students seeking hostel accommodation should read and understand the hostel rules before signing the hostel registration form. Hostel rules are provided with joining instructions to students who are non-resident of Karachi.

Male Hostels

The On-campus and Off-campus hostels accommodate male students. A hostel room is assigned after the application is approved by the Manager University Residences. Rooms are allocated by the hostel management through a ballot drawn by each student on reporting in the male hostel office. To take care of the diverse needs of the residents and also to ensure the implementation of rules and regulations, there is a full time staff. This staff is responsible for the safety, security and upkeep of the hostels. Residents are required to extend to them their fullest cooperation.

School of Nursing (SON) Hostel

The SON hostel exclusively accommodates female students and is located within Aga Khan University School of Nursing. The hostel is managed by a full time staff and manned round the clock to look after the varied needs of female students besides ensuring safety, security and upkeep of the hostels. Students are expected to live in perfect harmony with other students and extend their fullest cooperation to hostel management staff.

Orientation

Starting at university is a busy time, with lots to do and masses of people to meet. To guide you through the process and make you feel comfortable here, we have planned an Orientation programme for you.

The Orientation week will help you to know:

- Important aspects of the MBBS Curriculum at AKU
- Examination and Promotion Policy
- Where to eat and drink
- How to get involved in clubs and societies
- How to start playing sport
- How to get involved with music and art
- How to use the library
- What financial support is available to you
- About student travel discounts
- Your personal grooming
- And above all what is expected of you

Registration

All students entering AKU are required to register. The registration will remain valid for the 5 year programme period. However, in cases where there are discipline or/and academic issues, the University reserves the right to cancel student registration at AKU.

Student Registration Form- Students are advised to write the name as mentioned in the previous academic documents (Secondary Level Education documents e.g. O' Level Certificate, Matric (SSC) Certificate, IB Diploma, High School etc.); the same name will be printed on the Degree after the completion of the 5 year MBBS programme.

Identity Cards

To establish your identity as a Medical College student and to allow yourself uninterrupted movement on Campus it is important that all students and University personnel wear their identity cards at all times. The security guards have instructions to ask for identity cards and if it is not produced, have the authority to restrict entry or movement on Campus.

The loss of an identity card should be reported to the Office of the Registrar immediately with a request to have a new card made. A new card can be made by submitting a receipt of Rs. 100 to the Cash Office. In the final year or at the end of the 5 year programme, if students lose their cards, the charge for a new card is Rs. 500. Payments should be made to the cashier opposite the male hostel.

New students are photographed for their identity cards during the first week of the academic year.

Office of the Registrar

The Office of the Registrar deals with and assists in all matters related to student life on Campus not covered within the formal course of instruction.

Information and Support: For any information and support you may contact the Office of the Registrar located in the Medical College. You will be guided depending on the information required.

Students' Personal Record: Students must inform the Student Records Office, section of the Office of the Registrar of any change in address or telephone numbers as soon as a change takes place and students are required to update the address, telephone numbers and e-mail address on AKUROSS through Self-service.

Class lists, addresses, telephone numbers and personal information are confidential data and are not disclosed.

Fund Raising: Students desirous of raising funds for worthy causes must first seek permission from the Resource Development Department. Details of the programme, target, prospective donors, and strategy for fund raising must be submitted when seeking approval.

Contact with the Media: Students should not make any statements to the Press related to the Aga Khan University and Hospital. Any approach or queries by journalists or media representatives should be directed to the Public Affairs Department.

Important Contacts

Office	Email	Ext
Mr. Louis R. Ariano Associate Vice-Provost & University Registrar	louis.ariano@aku.edu	4415
Dr. Laila Akbarali Sr. Associate University Registrar & Director, Student Experience	laila.akbarali@aku.edu	4405 / 4408
Mr. Amin Lakhani Student Experience Office	amin.lakhani@aku.edu	4535
Admissions Office	mbbs.query@aku.edu	4410 / 4412
Student Records Office	student.records@aku.edu	5449/ 5479
Elective Office	elective@aku.edu	4537/5456
International Office	nasreen.sheikh@aku.edu	5456
Office of the Registrar Counter (SONAM)	zohra.barkatali@aku.edu seema.iqbal@aku.edu	5454
Finance Office	student.finance@aku.edu	2418/ 2403
Male Hostel / SONAM Female Hostel	tabassum.nadeem@aku.edu	4420

Life at AKU

Code of Conduct and Disciplinary Procedure

The University expects honesty from its students. Students are required to abide by the rules and regulations of Aga Khan University. The University expects and will demand honesty from its students. Unethical behaviour during examinations or elsewhere will result in irrevocable dismissal from the University, as will serious social misconduct or infractions of civil or criminal laws.

Other causes for dismissal include: submitting false evidence; stealing; willful destruction of equipment, furnishings or property; physical violence against other students, faculty, staff or patients; use of drugs; possession and use of arms on campus; violation of the civil rights of others; organization of civil disturbances; and non-payment of tuition and other fees without valid reason.

Protracted absence without permission from classes, clinics, laboratories and other scheduled instruction or practical experience and inability to cope with the curriculum shall also be a cause for dismissal.

Details on the AKU Code of Conduct and Disciplinary procedure are given as appendix A.

Student Academic Integrity Policy

The University holds Academic Integrity very high. The students are expected to be responsible for being aware of and demonstrating behaviour that is honest and ethical in their academic work. As a student at the Aga Khan University, you are expected to practice intellectual honesty and to fully acknowledge the work of others by providing appropriate references in your scholarly work.

The University has Student Academic Integrity Policy, which is given as appendix B.

Confidentiality of Student Records

By applying for admission to Aga Khan University and by enrolling in a programme at the University, students accept the Office of the Registrar's right to collect pertinent personal information. The information is needed to establish a record of their performance in programmes and courses, provide the basis for awards and to assist the University in the academic and financial administration of its affairs. Students also agree that all documentation that they submit to the University in support of an application for admission, residence accommodation or financial assistance, or any petition or appeal, becomes the property of the University.

Details on the Confidentiality of Student Records are given as appendix C.

Dress Code:

Students are expected to follow the dress code (given in Appendix D).

Students who fail to comply will be warned and counseled to change their behaviour to meet the requirements of the dress code. It will be particularly important for students in clinical areas to follow the given guidelines; otherwise will be asked to leave the clinical setting and return appropriately dressed.

Students are being informed that repeated violations could lead to students being marked as having an unprofessional behaviour in the clinical area (satisfactory professional conduct is requirement to pass the clinical rotation). Moreover, repeated violation in all areas could lead to a disciplinary committee hearing which will make recommendations for further action to the Dean.

Student Anti-Harassment Policy:

The Aga Khan University is committed to providing its students with an environment that is free from all forms of harassment, intimidation, bullying, ragging / hazing, discrimination or exploitation. Each student enrolled at the University is responsible for fostering mutual respect and dignity, for being familiar with this policy and for refraining from conduct that violates this policy.

Details on the Student Anti-Harassment Policy are given as appendix E.

Student with Outstanding Accounts with the University:

This policy is applicable to all University students with the exception of those students sponsored by an AKU-approved Memorandum of Understanding / Agreement.

Details on the Student with Outstanding Accounts with the University are given as appendix F.

Names on Degree, Diploma and Certificates Policy:

The Office of the Registrar maintains the official University name for all students.

The name that appears on the degree, diploma or certificate will normally be in the same format as it is stored in the Registrar's Office records (generally, first name, middle name, last name).

Details on the Names on Degree, Diploma and Certificates policy are given as appendix G.

Facilities on Campus

Book Shop: Reference and recommended books, national and international newspapers and magazines, stationary and relevant publications are available at the book shop. The book shop is located near the Hospital Pharmacy on the ground floor of the Campus. The book shop timing are from 8:00 am to 8:00 pm.

Photocopying: The photocopying facility in the Bookshop may be used. For details please contact the Bookshop receptionist. Photocopying facility is also available at the Library for photocopying of material available in the Library. For details please contact the library receptionist.

Lockers: Lockers are available on Campus for students' use. They are located behind the Multi-Disciplinary laboratory, the male and female washrooms. All non-hostellites can obtain a locker by contacting the Medical College Administration, located Deans Office 1st floor. Rules and Regulations for Lockers are as follows:

- *Possessions kept in the locker are one's own responsibility. Office of the Registrar is not responsible for the loss, damage or destruction of students' property.*
- *Complaints for vandalism, theft etc. should be made to the Security Department.*
- *Transferring of locker to any other student is strictly prohibited; lockers are for the assigned student only.*
- *Cost of the lock is **Rs. 100/=** which will be deducted from your University deposit.*

Lost and Found: The University assumes no responsibility for the loss, damage or destruction of the students' personal property. Possessions are one's own responsibility.

In cases where one loses or finds something, it needs to be reported to the Medical College Administration for their advice (Manager, Administrative Services on the first floor of the Deans' Office). An incident report form must be completed, available on line on AKU Web Portal (www.aku.edu) click portal and select Incident Reporting form and submit online to the Security department for necessary action.

Food Services: Students can have their meals in the Food Services Cafeteria which is open twenty four hours. Refreshments are available when meals are not served. The Professional Dining Hall and the CHC Cafeteria located near the University Book Shop are open for lunch from Monday through Friday from 12.00 noon to 03.00 pm. CHC Snack Bar located in the CHC remains open from 09.00 am to 04.00 pm. There is special arrangement for students to eat dinner in CHC cafeteria from 07:00 pm – 11:00 pm all year round.

Takeaway Corner: The location of shop is adjacent to EDH and Main Dining Hall. The shop timings are from 10:00 hours to 19:00 hours, Monday to Saturday.

University Tuck Shop: For students convenience "Snack & Things" a University tuck shop is housed in the premises of the male hostel. It is open from 09.00 am until 10.00 pm in the

evening. The tuck shop serves hot and cold snacks, cold drinks, ice cream etc. The Tuck Shop remain open from Monday to Saturday.

Prayer Area: Adequate temporary arrangements for praying have been provided in the area between the pool courtyard and Basic Sciences Faculty Offices.

Notice Boards: Official notice boards are located near the Library, in the College quadrangle, and opposite the Basic Sciences Office on the ground floor. These notice boards contain official announcements from the University departments and information about other university activities. Notices will also be posted on the AKU-Med Website.

Mail and Dispatch: The Mail & Dispatch Department is responsible for dispatch, receipt and distribution of official and personal parcels as well as collection and distribution of intra-departmental mails. The department also operates the Franchise Post Office located on the campus to facilitate the expeditious dispatch of the official and private mails.

Ordinary mail can be collected from the Deans' Office reception. It is important to check the mailbox at least once a week to ensure that no official mail is waiting to be collected.

For courier service, the office is located behind the Basic store. Further information can be obtained by dialing Ext. 2829.

Internet access: At AKU's Audio Visual Learning Resource Centre, students can access Internet. You may wish to add that internet can be accessed in hostel through LAN as well.

Students can access their on-campus e-mails through the Local Area Network (LAN) via AKU-Med Website.

Transport: The University does not have an in-house transport service. To avoid high charges of taxi or rickshaw, one may take a public bus from any part of the city to the University.

For transport pools or cars driven to the University, the parking lot on the helipad may be used. To be able to use the Parking lot, parking stickers should be obtained from the Safety and Security Department.

Hostelites may request for AKU transport in cases of emergencies, and airport pick up and drop by contacting the Manager, University Residences / Manager, Student Experience. Payments will need to be made.

Bank: A branch of Soneri Bank is situated in Service Building, opposite. Nazarali Waljee Building. Students can open their account and avail ATM facility.

Students' Lounge: There is a Student Lounge on the first floor above the Kurji Periodical Library. There is a separate committee elected to oversee the upkeep and decorum of the lounge.

There is a separate lounge for female students.

Sports and Rehabilitation Centre: For recreational purpose the University has a Sports and Rehabilitation Centre on campus. It is designed to meet a comprehensive range of sporting, recreational and rehabilitation needs. The facilities include a health and fitness gymnasium equipped with the latest Life-Fitness Cardio equipment and extensive range of machine and free weights and qualified staff available to design personalised training programmes; a gymnasium which is used for indoor basketball, badminton, volley ball, net ball and aerobic studio offering a diverse range of classes; squash courts; swimming pool, football and cricket grounds.

The Sports and Rehabilitation Centre offers facilities of international standard for various indoor, outdoor and water sports. Sports Centre membership is open to all students, employees, alumni, trustees and volunteers of the University. It also provides rehabilitation facilities for patients.

The Sports Centre offers an Olympic size swimming pool and multipurpose centrally air conditioned gymnasium with playing surface of international specification. In addition to four badminton and six table tennis tables, the gymnasium also features a convertible multipurpose court for basketball, volleyball, netball and throw ball.

Other facilities include four tennis courts of international standards, two squash courts, a state of the art weight training room with fitness machine in an air conditioned environment, an aerobic room, a fully equipped snooker and billiard room, two indoor games rooms for chess and scrabble, an outdoor volley ball court and a children's play. Students will be required to bring their own sports gear e.g., badminton racket, shuttle cock, table tennis racket, tennis racket etc.

Gift Shop: The Gift Shop is a story of love and commitment. The secret of its success lies in the labour, hard work, and dedication of the many volunteers who manage the shop with unwavering commitment to the cause of the needy. Over the last several years, a large number of deserving patients have been treated through patient welfare funds generated by the Gift Shop. As such, the Gift Shop is not merely an enterprise; it is a cause that takes wings from the smile on the faces of the patients it helps.

Items available: Eatables, garments, toys, general items, gifts and AKU souvenirs

Location: Hospital Courtyard

Flower Shop: Since its beginning in 1987, the Flower Shop has developed into a well-run enterprise. What makes the Flower Shop at the AKU unique is that it is a totally volunteer-run activity, and the only reward for those who run it is the comfort of a satisfied customer and the medical care the sale of flowers provides to the indigent patients. The Flower Shop has done floral arrangements at campus seminars (both local and international), convocations, and other programmes held on campus. The floral talent of the ladies behind the Flower Shop has been recognized beyond the walls of the University as reflected by orders from private and business clients.

Items Available Bouquets, flower baskets, flower pedestals, gift items, AKU souvenirs and plants

The Flower Shop also stores and sells many gift items that go along with the flowers and bouquets.

Location: Hospital Courtyard

Basic Store: A fair price shop "Basics" is available for AKU faculty, staff, students and volunteers. The shop sells essential household items at lower prices to members of the AKU family. The average savings which is being passed to the customers is around 10%.

Health Facilities: Aga Khan University Hospital is a state-of-the-art hospital providing primary and tertiary health care. Students who fall ill need to attend the Community Health Centre and see the Student Health Physician for advice. In case of emergencies you need to contact the Hospital Emergency Room.

Security on Campus: Escort Service was available on campus. To request an escort, students can call security Control Ext. # 2682 a few minutes prior to their departure. A Security Guard will be dispatched to escort them as soon as possible. However, response time may vary due to other responsibilities.

Campus escort are limited to Stadium Road bus stop only.

Security Emergency Response Service: The Safety and Security Department has an Emergency Response Team (ERT) for quick response to cater emergency situations. In order to activate ERT in time of your need you just have to call Security Control at Ext. # 1900/2682 and give the nature of emergency. Spontaneously the Emergency Response Team will be rushed to your location to assist you in controlling both the situations and further damage if any.

Audio-Visual and Learning Resource Centre: The Audio Visual - Learning Resource Centre at Aga Khan University, Karachi campus, aims to provide high quality audio visual support and learning opportunities to the faculty, students and staff for curricular and extra-curricular activities at the university. Acquisition of latest equipment and the assistance of trained staff enable AV-LRC to conduct teaching/learning workshops.

For any further assistance contact Manager, Student Experience at Ext 4535 or visit personally to the office, Room # 902 Ground Floor, located in the School of Nursing.

The Sports and Rehabilitation Centre

The Sports and Rehabilitation Centre (SRC) offers facilities of International standards for various indoor, outdoor and water sports. The Sports Centre membership is open to all Employees, Alumni (their spouses and children), Students, Volunteers and Trustees of the Aga Khan University (AKU). Students automatically become members of the Sports Centre upon registration with the AKU. The students' membership of the Sports Centre culminates upon completion of the respective academic programme. The Centre is open seven days a week (unless otherwise notified), Monday through Friday from 7:00 am – 9:00 am and 12:00 pm – 11:00 pm and Saturday and Sunday from 10:00 am to 11:00 pm.

Facilities available:

The Sports Centre offers a series of services for the benefit of its users.

- i. **Swimming Pool:** An Olympic Size Swimming Pool of international standard. The pool is partially covered by a canopy to enable the members to swim under shade. Moreover, the area is lit up with floods lights (inside and outside the pool) to enable members to swim during late hours. There are fully equipped changing rooms with lockers, hot and cold showers and washroom facilities for members. These are separate for men and women. Additionally, there is a poolside garden with beach chairs available on the poolside for relaxation.

There are separate timings for women every day. Students who wish to swim are required to wear proper synthetic swimming costumes. Cotton costumes are strictly not allowed. Students with **long hair** are required to wear **swimming caps**.

- ii. **Gymnasium:** A multipurpose State of the Art centrally air-conditioned Gymnasium, with playing surfaces (maple wood flooring) of International specifications. In the gymnasium one can play Badminton, Table Tennis, and on the convertible multipurpose court: Basketball, Volleyball, Netball, Throwball, Badminton and Futsal. Students need to bring their own sports gears/equipment's i.e. badminton, table tennis rackets, shuttles and table tennis balls while basketball and volleyball are placed in the Gymnasium for practice purpose.
- iii. **Tennis Courts:** There are 4 Tennis Courts of international standards with appropriate lightings; one of the courts has a practice wall for the starters.

Two Tennis Courts has been converted into an Interchangeable Futsal Court (5 aside soccer) with a net covering the top and an outdoor Basketball Court with movable trolleys.

- iv. **Squash Courts:** There are 2 international standard air-conditioned Squash Courts available with appropriate lighting, wooden floors and a glass back wall. Bleachers have been placed for viewers to enjoy the game.

- v. **Weight Training Room:** There is a State of the Art Weight Training (fitness) Room equipped with PRECORS Weight Training Equipment and Fitness Machines placed in an air-conditioned environment for members to build muscles or shed weight.
A professional trainer is available from Monday thru Thursday from 6:00 pm to 10:00 pm to guide and assist members using the equipment's/machines.
- vi. **Aerobic Room:** Regular Aerobic/Zumba sessions are held for ladies. This room is also used by women as it is equipped with fitness machines.
- vii. **Snooker/Billiard Room:** Fully equipped with one of the best Snooker/Billiard Table for use by all members on the 1st floor of the Sports Centre (*Cues are available upon request*).
- viii. **Indoor Game Room:** An indoor game room on the 1st floor of the Sports Centre with facilities to play Carom, Chess, Scrabble, Lido etc.
- ix. **Outdoor Volleyball Court:** A beach volleyball court adjacent to the tennis courts with lights are a favorite activity of members in the evenings.
- x. **Children's Play Area:** A compact children play area for young children and toddlers to enjoy while their parents use other facilities.
- xi. **Dual Cricket & Football Ground:** A dual lush green Cricket and Football Ground has three international standard turf pitches. A specially made turf wicket to play Tape-ball Cricket is made. Movable goal posts have been placed to play football on the designated days.
- xii. **Walking/Jogging Track:** A 500 meters walking/jogging track around the lush green Cricket/Football Ground provides a fresh breath-taking environment to both internal and external users.
- xiii. **Cricket Nets:** Two turf pitches and a cemented pitch are available for practice in the fully covered Cricket Nets. A bowling machine is also available for team practice upon request.
- xiv. **Snack Outlet:** This outlet provides healthy snacks and is open daily from 8:00 am to 10:00 pm.
- xv. **Tea Garden and Bamboo Shed:** Surrounded by planters, trees and a lush garden give a very relaxing atmosphere for members to sit under the Bamboo Shed and enjoy the snacks and healthy food. Garden chairs and tables have been provided for the convenience of members.

Sports coaching: The Sports Centre also offers coaching by professional coaches for numerous sports including Aerobics and Zumba (for females only), Yoga, Swimming, Tennis, Squash, Badminton, Table Tennis, Snooker/Billiard, Basketball, Tae-Kwon-Do, Music, In-line Skating, Football and Cricket (for details contact the Sports Centre Reception Ext: 1660/1661).

Competitive individuals/teams represent the College/University in a number of sports including badminton, table tennis, squash, snooker, swimming, basketball, cricket, football, volleyball etc. Students are encouraged to participate in team games/competitions.

Required Dress Code for using Sports facilities: When visiting the Sports and Rehabilitation Centre, students are strictly advised to wear appropriate sports gear and Non-marking Joggers only.

Please Note: Students are required to follow the Rules and Regulations displayed on the relevant Notice Boards and maintain discipline in the Sports Centre premises. Please refrain from activities, which may annoy others or cause injury. Please do not eat or drink inside the Gymnasium or near the Swimming Pool area.

For further details members are requested to contact Sports Centre Reception Ext: 1660/1661 or email: sports.centre@aku.edu

The Faculty of Health Sciences Library

Introduction:

The Faculty of Health Sciences Library supports educational, research and clinical activities and programs of Aga Khan University. It has the best collection of medical literature in Pakistan, both in print and digital formats. The FHS Library gives priority in providing access to e-resources. The primary objective of the collection is to provide current and up-to-date scholarly and scientific literature. The library is part of WHO EMRO libraries network and is actively involved in sharing material with partner libraries. The FHS Library is also member of the United States National Library of Medicine PubMed Linkout program for online resources.

New Additions: Each year, approximately 1,000 new books are added to the collection.

Library Holdings: The library contains more than 26,550 books in print, and provides online access to more than 1,00,000 eBooks. The library also houses 24,000 bound volumes of scholarly journals

Online Databases: Library has online access to 8,500 journals available from 25 different online resources. Some of the most popular databases are *Science Direct*, *Lippincott Williams & Wilkins*, *Journals @Ovid*, *Accessmedicine*, *WileyInterScience*, *Cochrane Library*, *UpToDate*, *MDConsult*, *Mosby's NursingConsult*, *Ebrary*, *Springerlink* and *PubMed*.

PubMed Linkout: The FHS Library has also implemented the Single Interface Search utility through PubMed to get 6.5 million full text journal articles in the field of medicine, nursing, dentistry, veterinary medicine, the health care system and preclinical sciences. When you set up your personal accounts in PubMed you can save searches and data important to you and you can set your preferences for NCBI's tools and website and receive regular updates on what is published in your field.

Safari (AKU Libraries Online Catalog): The Integrated Library Management Software called "Symphony" which is fully automated library system and offers lots of new features to users. All library resources can be accessed through SAFARI (Name of AKU Library's Online Catalog) available through intranet and Internet at: <http://safari.aku.edu/>. Through SAFARI individual library accounts are provided to users and they can check their library account online i.e. how many books they have borrowed from the library and what are the due dates.

eCommons (Institutional Repository): eCommons@AKU (<http://ecommons.aku.edu>) is the Institutional Repository (IR) of Aga Khan University housing a collection of scholarly and creative works produced by faculty, students, and other members of the Aga Khan University community. The [eCommons](#) is also used as a publishing tool and currently we are publishing the [Journal of Asian Midwives \(JAM\)](#).

Library Services:

User's Advisory and Reference Services: Users are advised on the use of library resources through library orientation and information literacy sessions. We conduct orientation sessions for all new classes of MBBS, SONAM, PGME etc. Users can register for **In-Session or Walk-in-Training** for use of the Library Resources. We also provide TOCs (Table of Contents) service to our Members.

Laptop borrowing Service: To facilitate the students we have provided 10 laptops for borrowing by the students to work on their assignments, presentations, literature searching etc. within the library.

Electronic Document Delivery: Faculty, students, residents, clinicians and researchers can use this service for acquiring journal article not available in our collection by sending their request/s at fhs.library@aku.edu, so that article is acquired free through Inter Library Loan from other partner libraries. In case the article is not available for free, it is purchased from British Library Document Supply Centre (Departmental Budget Codes are used) for charging the cost to the user. A print or soft copy of the article is arranged within one to two weeks.

Indexing of Pakistani Journal Article: Medical Journals published in Pakistan are indexed by FHS Library and can be searched using FHS Library online catalog.

Citation Verification Service: The librarians provide citation verification service on request for references with missing bibliographical information and also inform the users regarding the impact factor of the journals.

Off campus Access to Online Databases 24X7 (Limited Access): The online databases can be accessed off campus wherever the internet can be accessed. You can read, print, and download 8500 e-journals and 100,000 e-books 24X7 at anytime and anywhere at your convenience. Your access is through your **AKU system/windows login** username (xxx.yyy) and password through the following link: <https://vpn.aku.edu>.

Library Access Policy: All Aga Khan University, Karachi Campus registered students, full-time faculty and staff is eligible for membership to the Library. All users must fill the registration form and sign an agreement to comply with the library rules and regulations. Access to the Library premises will only be permitted to properly registered users on their valid AKU ID Cards. The library management reserves the right to suspend or withdraw library privileges from any person who contravenes these regulations and report such cases to the appropriate University authority for further action under the University's disciplinary procedures.

Borrowing from Library:

Following are the Borrowing Rules of FHS Library:

- Registered users must produce their valid AKU Student/Employee cards when borrowing materials. Borrowing must be done in person at the library circulation desk.
- Registered users may borrow two books at a time for 14 days.
- A borrower, who fails to return a book on time, will become liable to a fine. For books from the regular lending collection the fine will be Rs. 10.00 per day beginning on the first day after due date.
- Lost material will be billed at new edition replacement cost plus a 12% processing fee.

Discipline in the Library:

- When interacting with library staff, users should always remain civil. Any verbal or physical abuse will be reported to University authorities and treated in the same way as incidents of theft or mutilation
- Eating, drinking and smoking are strictly prohibited in the library.
- Hand phones, pagers and watch alarms should be switched to silent mode before entering the library.
- Your personal belongings such as handbags, briefcases, etc., should be left at your risk & responsibility. The library disclaims any liability for loss or damage.

Library Timings:

Following are the regular opening hours of the library.

JIVRAJ LIBRARY

Opening Hours

Monday to Saturday 7:00 a.m. - 10:00 p.m.

Sunday 10:00 a.m. - 7:00 p.m.

KURJI LIBRARY

Opening Hours

Monday - Saturday 9:00 a.m. - 7:00 a.m. (next morning)

Sunday Closed

The Library is now open 24/6 and only closed on public holidays

Library Contacts and Addresses:

The Faculty of Health Sciences Library

Aga Khan University, Karachi 74800, Pakistan, Phone:021 3486 4480-6, Fax: 0 21 3493 4294

Email: fhslibrary.karachi@aku.edu, Intranet: portal.aku.edu/akulibrary/,

Web: www.aku.edu/library/pk/fhs/, Off-campus Access <https://vpn.aku.edu>

Reference Desk: REFERENCE_FK@aku.edu, Online Catalogue: safari.aku.edu,

eCommons (IR) <http://ecommons.aku.edu/>

Audio Visual - Learning Resource Centre

The Audio Visual - Learning Resource Centre at Aga Khan University Karachi aims to provide high quality audio visual support and learning opportunities to the faculty, students and staff for curricular, co-curricular and extra-curricular activities at the university.

Acquisition of latest equipment and the assistance of trained staff enable AV-LRC to conduct teaching/learning workshops.

The department also operates at the Institute of Educational Development, Karachi.

The AV-LRC offers following services to the faculty, students & staff.

- *Learning Resource Centre*
- *Audio Visual Library*
- *Digital Designing*
- *Photography*
- *Video Production*
- *Equipment Borrowing*

Learning Resource Centre

Learning Resource Centre (LRC) was added in the university in 1995 considering the need of computer lab for student, faculty and staff. Currently the LRC comprises of over 80 computers. Users may use this facility for teaching, research and for other departmental activities. Qualified staff is always present to help the users. Printing and scanning facility is available on minimal rates. The Centre opens 14 and half hours a day from 8:00 am to 10:30 pm six days a week (Monday-Saturday).

All students have free internet access in LRC. AV-LRC also conducts computer courses and workshops for AKU faculty, student and staff.

Audio Visual Library

Audiovisual library section has a collection of over 1500 videos, CDs, slide atlases, sound slide programmes. TV and VCR/DVD sets and slide viewers are placed in LRC to view this collection. The collection is comprised of local and imported material.

For easy and fast access to the collection links to the catalogue is available on AKU intranet.

Digital Designing

The creative team of this section provides total designing & multimedia production solutions, using computer applications such as Adobe Suite, Sony software collection etc., produces high quality posters, banners, brochures, flyers, illustrations, graphs, 2D/3D animations, multimedia presentations and CD/DVD authoring.

This section also has a variety of scanners such as flatbed scanner, 35mm slide scanner and an X-ray scanner to digitise the material. A wide range of colour printing from A0-A8, B0-B10 sizes and large size banners from 3 feet to 100 feet available using large format color plotter; this facility makes AV-LRC unique with other libraries. Lamination service of ID cards up to A4 size is also available.

Photography

An experienced team of photographers has been contributing in many areas such as photography of teaching, research and social events, this includes workshops, seminars and conferences, operating room procedures, clinical activities, marketing campaigns, construction activities, musical and social evenings.

A special service of this section is Fluorescent Angiography which is only one of its kinds in Karachi. A proper studio for digital photography has been setup. Additionally, this section is growing by acquiring photo quality color printers for in house photo printing. Prior booking is required to use this facility.

Video Production

Video section produces documentaries, teaching/training, orientation & promotional films using high definition cameras and latest editing suite. This section also covers workshops, seminars, conferences, operating room procedures, clinical activities, marketing campaigns, construction activities, and musical & social evenings. It provides the facility of digital sound recording and editing, also facility of digitization of video tape films is also available. Prior booking is required to use this facility.

Equipment Borrowing

Audio Visual library provides the facility to borrow equipment such as multimedia projectors, laptop computers, slide projectors, overhead projectors, slide viewers, TV & DVD players, projection screens, digital voice recorders, slide changers etc. to be used for teaching and learning purposes.

Users are expected to confirm the availability of the required equipment and make an advance booking.

Equipment available for Loan

- Multimedia Projectors
- Laptops
- Overhead Projectors
- 35 mm Slide Projectors
- 35 mm Slide Viewers
- Projection Screens
- Laser pointers
- Slide Changers
- Televisions
- CD / DVD Players
- Microphones
- Small Speakers
- Digital sound recorders

Rules

Learning Resource Centre user guidelines

To maintain the discipline at LRC, all users are required to follow the below mentioned guidelines:

- Anyone using AV-LRC facilities must sign-in and sign-out.
- No one will be allowed to enter the AV-LRC premises without an ID card.
- Discussion and loud conversation is prohibited as it causes disturbances to other users.
- Eating and drinking is strictly prohibited in AV-LRC area.
- The centre will close exactly at 10:30 pm.
- Maximum two students are allowed on one PC provided they work discretely and do not disturb others.
- No backpacks/satchels are allowed inside the AV-LRC premises.
- Installation of any software is forbidden on any PC by the users.

Audio Visual - Equipment borrowing guidelines

- Equipment requests should be made at least two days in advance.
- Due to equipment scheduling conflicts and limited resources, we cannot guarantee orders placed after the deadline of two days.
- Equipment is available on a first come, first served basis.
- Equipment may be picked up from AV-LRC between 8:00 am to 5:00 pm Monday through Friday.
- Last minute requests can be honored only if the equipment is available.
- Equipment that is not picked up at the arranged time will be lent out to those on a waiting list.
- Information of whether a piece of equipment is available for loan may be obtained by contacting the AV-LRC at ext. 4449 or 4443.
- Requests to reserve equipment can be made via email at lrc.services@aku.edu (preferred) or by phone at ext. 4443 or 4449.
- Please ensure that you have a booking confirmation via email of the required equipment from the AV-LRC staff.
- At the time of check-out a valid identification card or its equivalent must be presented and a signature for the equipment is required.
- Individuals who sign out equipment are responsible for it during the loan period, and all borrowed equipment must be returned by the time indicated on the sign out form and in good working order.
- The AV-LRC must be informed of any equipment malfunctions as soon as they occur. We reserve the right to charge a lender for lost, stolen or broken equipment.
- Untimely return of equipment without valid reason will result in withdrawal of booking privileges.
- It is the responsibility of the user to pick up and return the equipment regardless of the location.
- Requests for equipment by student, who require the equipment as part of a course, must be made by the faculty member.
- If the reserved equipment is not needed it is requested that the reservation be cancelled as early as possible so that the equipment can be loaned to other users.
- You should know in advance how to operate the equipment that you requested. However, you are more than welcome to make an appointment with a member of our staff to learn how to operate any equipment.
- The AV equipment is to be used for academic purposes; the charges are to be paid by the user for any other use of equipment.
- The equipment should only be used within the premises of stadium road campus.

Student Services

Bonafide and Reference letters:

Students may request for Bonafide and other letters of reference. The request must be submitted to the Student Records Office. Please note that the letter will be issued after clearance from finance and submission of request of prescribed form.

Time for processing of request for copies of Bonafide/reference letters is:

Ordinary	- 3 working days – no Charges
Urgent	- 1 working days – on payment of charges (<i>please confirm with the Office before making request</i>).

Attestation Service:

Requests on the prescribed form for attestation can be submitted to the Office of the Registrar (Student Records Office). The charge for one attested document is Rs. 5.00 (attested documents can be collected after 24 hours). Please note that no document(s) will be attested without seeing the original.

Verification Service:

- **Processing time:**
Seven working days
- **Submission of Form(s)/ Degree/ Bonafide Letter/ Transcript(s) for verification:**
Forms have to be submitted to the Student Records Office, Office of the Registrar along with relevant documents and payment slips.
 - **Degree/Diploma:** If required, please submit copy of your degree/diploma to be attested from Student Records Office.
 - **Bonafide Letter for Verification:** If required, please submit a request along with the verification form to Student Records Office.
 - **Transcript:** If required, make payment of transcript of Rs. 500/- at the Cash Office and attach the receipt with request.
 - **Academic Ranking/ Certifying Examination Scores (If required by Institutions where the candidate is applying):** Upon graduation, the Academic ranking or Scores for certifying examinations and the bonafide letter will be sent directly to the respective Board by Student Records Office.
 - **Date of Graduation:** For onboard students (final year), Student Records Office will mention the 'Expected' date of graduation in the verification form or relevant applications for scholarships.

- **Dispatch of Documents:**

Documents are dispatched via regular mail.

Courier service is available upon request and payment of courier charges. Please confirm the charges at the time of making payment. The University **DOES NOT** take responsibility for delivery of the mail. In case of courier, only the tracking number will be provided upon its receipt from the respective courier company.

- **Payments:**

Payments may be made through credit cards;

<http://www.aku.edu/admissions/registraroffice/Pages/current-students.aspx>

For Residents in Karachi: All payments have to be made at cash office (Medical College) from Monday to Friday between 9:00 am to 4:00 pm and receipts submitted along with the request form.

For Out-stationed Requestors:

- Payment can be made by authorized person on behalf of the requestor.
- Payment can be made through bank draft (no cheques will be accepted) of a local bank in Pak Rupees.
- Facility of online transfer is also available. Kindly contact the concerned office for detail.
- Timings of Cash Office (Medical College):
Monday to Friday - from 9:00 am to 4:00 pm
- Timings of the Office of the Registrar:
Monday to Friday – from 9:00 am to 1:00 pm and from 2:00 pm to 5:30 pm.

Important Note: Non-clearance from Finance Department will place the processing of documents on hold.

The AKUMed

AKUMed (<http://www.aku.edu/akumed>) is a resource website developed by Aga Khan University for students and faculty of the Medical College. The site provides a platform for communication and dissemination of information, such as academic calendars, examination schedules, policies and procedures, learning objectives and references. The site is also used as a portal for important announcement related to curricular and extracurricular activities.

The site is accessible both through the Intranet (on the university premises) and Internet. Access to the site is password protected and the users are expected to abide by the privacy policy of the site. Material on the site is property of Aga Khan University and must not be copied without permission.

One45

One45 is a medical education management software with solutions for curriculum management, scheduling, performance evaluation and logbooks. One45 was adopted across programs of the Medical College in 2016 to automate several curriculum administration and management processes. It offers user-specific access for students, faculty, and curriculum administrators and with personalized views for each user; the software can ensure that the right people have access to the needed information/data. Features include announcements page, automated evaluations and e-logs.

Student Support and Mentorship Programme

The Aga Khan University medical college offers a programme for student support. This programme has been developed following input from students.

The programme encompasses student mentorship, student emotional and general health and academic, career and non-academic counseling. There are other activities arranged by a group looking after student life. In addition, students have the option to join a student-led support group called “synergy”.

Student Mentorship Programme

Mentor support will be available for all in-coming students of Year 1. Each student is assigned a faculty mentor and a group of senior students in addition to other aspects of support.

Selection Process: Students will be matched to mentors for the first two modules after which, students and mentors may opt to continue the mentorship or change, choosing from the available pool, if places are available.

Schedule of Meetings: Mentors and student mentees will meet according to a pre-arranged calendar, as well as per need of the student or the moment. They will be introduced to each other in the first few weeks after admission. Mentors and mentees should meet initially at least once a month. They are encouraged to meet socially periodically to build rapport within the team. Mentees are encouraged to initiate meetings with mentors.

Role of the Mentor: The mentor will be the initial counselor, tutor, explorer of ideas and career choices, and the students’ advocate. Mentors are selected from a group of faculty motivated to help students and are aware of the student activities and problems peculiar to their stage and year.

If at any time, the mentors feel the mentees need special counseling, the mentor may encourage the students to seek counseling with the professional expert - the Student Counselor. If any student needs special academic tutoring, the mentor may direct the mentees to appropriate faculty, and may even ask the faculty to help their mentees in a particular area.

The mentors will use their discretion when they perceive serious danger to the mentees own or others life while maintaining strict confidentiality of information shared by the mentee.

Student Health Service Plan

The Student Health Services Plan is applicable for full time students enrolled in programs in the Aga Khan University (“AKU”), Pakistan only.

The Student Health Services Plan at AKU provides medical cover for day-to-day problems to the students of AKU and enables access to medical aid in emergencies during their educational period at AKU. For this purpose a team of health care personnel is in place, which includes two part-time Student Health Physicians, two part time Student Health Nurses and a Student Health Coordinator. This team is guided by the Student Health Committee, which reviews the services provided and attends to issues related to the student health services.

Details on the Student Health Service Plan are given as appendix H.

Student Development And Counselling

Student Development & Counselling (SD&C) envisions promoting university wide positive wellbeing and success of Aga Khan University students at all its campuses.

These services are not charged for separately.

The mission of SD&C is to enhance student resilience and functioning in personal and academic areas by stimulating strength based positive mental health. It aims to empower students with requisite dexterities for taking the initiative to help themselves and stands committed to liaise with all the entities across university for building more supportive campus environments.

SD&C provides a variety of services to maximize the true potential of students and to help them address the challenges that are generally experienced by university students during their academic journey. These services are designed to help students:

- Understand themselves better
- Develop personal and academic skills
- Manage their emotions
- Create and maintain relationships
- Make healthy and satisfying career and life choices

Confidentiality is an integral part of all the services provided. It is ensured that any personal information provided or discussed by the students remains safe, solely with the counsellor and never goes beyond the counsellor’s office. The only exception to this rule is a situation in which there is a threat of serious harm to the student seeking counseling or others.

The services provided by the SD&C include:

Psychoeducational Workshops

Regular psychoeducational workshops are conducted on various areas pertinent to students' personal and professional development such as time and stress management, communication skills, building relationships, and enhancing self-esteem and motivation. Making use of experiential learning principles, these workshops provide a structured presentation of information and skills practice as well as several self-assessment tools for ascertaining students' current level of functioning.

Registrations for these workshops are made on first-come-first-serve basis by emailing at student.counsellor@aku.edu after the announcement.

Individual counseling sessions

Student Development and Counseling also offers individual counseling sessions to students who have more challenging personal issues which are creating hurdles in relationships, academics or other areas. Counselling helps when the usual ways of handling problems do not work well for some reason and they become too overwhelming. Counsellors are qualified mental health professionals trained to be non-judgmental, reflective, and respectful of individual differences. Seeking counselling at the right time may help to prevent minor concerns from becoming major ones by learning new ways to cope with difficult or unfamiliar situations.

Counselling sessions are of about 50 – 55 minutes duration. The number of sessions required depends upon the nature of the concerns brought to the counsellor. Most students attend sessions for less than one semester and in some cases individual one-time consultation is enough to explore and clarify feelings and options.

Appointments for individual session can be taken by emailing hadia.pasha@aku.edu. Student counselor can also be contacted through phone by calling SD&C office at ext. 4456, or at the Counselling Clinic at ext. 1018. Counselling appointments are held at the Counselling Clinic located at University Partnerships Office, ground floor, Private Wing. Students can visit the Student Counsellor at the office of SD&C located at room # 77, ground floor, block outside male hostel.

Group Counseling Sessions

Group Counselling sessions may be conducted to provide a safe and supportive place to students to discuss their concerns and learn coping skills with others who may have similar challenges. These groups offer a broad range of insight and support from peers while the counsellor acts as a facilitator to assist group members in articulating their thoughts and feelings in a way that promotes growth for the entire group.

Crisis Management

SD&C strives to assist students by providing support during times of crisis, providing advocacy when needed and facilitating problem resolution. A student in crisis will be seen promptly any

time the SD&C office is open. The student (or someone assisting him/her) has to inform the counsellor why the need for help is immediate. The Student Counsellor will provide the assistance needed or else will arrange for it if other sources are required.

STUDENT DEVELOPMENT AND COUNSELLING TEAM:

Student Development and Counselling is staffed with qualified and extensively experienced clinical psychologist and psychiatrist who are available during office hours on all working days.

The team currently comprises of:

Dr. Hadia Pasha (PhD Clinical Psychology, Post Masters Diploma Clinical Psychology)
Manager, Student Development and Counselling

Dr. Aisha Sanober
Student Psychiatrist

PSYCHIATRIC SERVICES

These are available at the Psychiatry Clinic JHS Building Ground Floor. Please write for an appointment by email: student.psychiatrist@aku.edu

Students do not necessarily need a referral to make an appointment. They can contact the psychiatrist directly.

All visits are kept confidential.

SERVICES PROVIDED

Psychiatric evaluation, diagnosis and treatment recommendations;

Medications (if recommended) with ongoing monitoring;

Coordination of care and liaise with relevant authorities if needed.

Crisis intervention

Referral to Counsellors

MEDICATIONS

A written, dated prescription is required.

Prescriptions are to be stamped by Student Psychiatrist.

Prescriptions for controlled substances will not be prescribed for more than a week.

Student Finance

University Finance Department

This department is responsible for billing, collecting tuition and other University dues.

Tuition and Other Charges

It is the student's responsibility to ensure that University dues are paid according to the published schedule and as sent by the University Finance department. Payments may be made in through a bank draft or pay order in favour of **"The Aga Khan University"** and drawn on a bank in Karachi. Cheques are not acceptable.

If there are queries please contact the University Finance Department (Ext. 2418) or email at student.finance@aku.edu. The Cash Office remains open from Monday to Friday during the following timings:

Monday – Friday 09:00 am to 04:00 pm

Students and their parents may please note that payment of tuition fees and other charges is a committed responsibility and that the commitment should be respected. Non-payment of tuition, hostel and other fee on the prescribed dates may lead to disciplinary action, including suspension from classes, clinical clerkships and examinations.

Please Note: Students doing electives or remedial work are liable to pay tuition and other fees for the duration of study.

Financial Assistance Programme

Introduction

Aga Khan University, Pakistan (AKU, P) operates a needs-blind Financial Assistance Programme to help those indigent students who do not have resources to meet their educational expenses at AKU.

Those students who cannot afford the educational expenses which includes tuition fee, fees at the time of admission and hostel accommodation in case of students from outside Karachi may apply to the University for Financial Assistance. A subsistence allowance is also been given on monthly basis to students who belongs to very low profile families and residing in AKU hostel. Due to the limited resources at University disposal students are expected to raise funds to meet their educational expenses from all other sources before applying to Aga Khan University for Financial Assistance. Financial Assistance applications that do not bear the evidence of efforts for raising funds from other sources may not be accepted.

The level of Financial Assistance awarded is determined through a predefined, point-based evaluation. This evaluation is based on the applicant's socio-economic profile as declared in the

Application Form for Financial Assistance and the information provided during interviews with applicant / parents.

Financial Assistance is awarded in the form of a combination of grant-in-aid and student loan. The Student Loan portion of Financial Assistance is interest free with an annual administrative charge of 5% levied from the time of the award of the student loan and is payable after graduation along with loan repayments. For further update on assistance in grant-in-aid and student loan of different programs please visit our website: <http://www.aku.edu/admissions/fees-and-funding/Pages/financial-assistance-pk.aspx>

Application for Financial Assistance – Procedure

To apply for financial assistance, students are required to complete the Financial Assistance Application Form, and submit it, along with all the required documents and evidences as specified on the covering page of the Financial Assistance Application Form, to the Student's Financial Counseling and Assistance Office (SFCOA) located at First Floor of Dean's Office. These forms must be submitted at above mentioned Office by the deadline mentioned in the form. ***Incomplete and / or late applications will not be considered for evaluation or awarding of Financial Assistance.*** For further information email at student.fa@aku.edu.

Schedule of Financial Assistance (FA) activities

For Onboard students (Year 2 and onwards)	(Standard yearly dates)
1. Collection and submission of Financial Assistance Application Forms	In the Month of May
2. Review of all documents, resolving queries with the help of students and their parents, prepare evaluations and present in the committee	From June to September
3. Collection of Financial Assistance decisions	In the month of October
4. Collection and submission of loan documents at SFCOA	In the month of November

Any unused portion of assistance (hostel accommodation and / or subsistence allowance) will expire at the end of the academic year and therefore cannot be carried forward to the next year.

Revision

Where an applicant is not satisfied with the decision of the Financial Assistance Committee, an appeal can be made to the Student Financial Counseling and Assistance Office for a review of the application. The University will only consider the review appeal if it is supported with additional information / documents. The appeal for a review of the financial assistance application can only be **submitted once**. The decision of the University to such a review application will be final. For further information email at student.fa@aku.edu

Please Note:

1. Submission of false information / evidence may call for disciplinary measures including denial of assistance and possible expulsion from the University.
2. The Aga Khan University will conduct an inquiry to verify information and supporting documents submitted as part of its review process.
3. No assistance is being provided to students with siblings studying overseas with little or no Scholarship or external support.
4. Submission of an application for Financial Assistance does not guarantee an award of Financial Assistance.
5. Financial Assistance offered in one year does not guarantee that Financial Assistance will be offered in other years. Continuation of Financial Assistance is conditional upon an annual submission by the student and assessment of financial need by the University
6. Any scholarship or external support received by the student during the year, would result in lowering the Financial Assistance by that amount awarded for that particular year.

Loan Documentation

- Collection and Submission of loan documents after duly signed by student and guarantors is the responsibility of the student.
- Please follow the deadlines for submission of loan documents in order to avoid any inconvenience.

Scholarships: In recognition of excellence in academic performance the University awards the following scholarships to students:

AKU Scholarship: This scholarship is granted to Year 3 students who are amongst the top 15% of the class on the basis of their cumulative scores up to the MBBS Part II examination and are receiving financial assistance. No application is required for this scholarship.

Begum Shafiq Zia ul Haq Scholarship: This scholarship is granted to Year 4 and 5 students who are amongst the top 15% of their classes on the basis of their grades in MBBS I, II and III respectively. No application is required for this scholarship.

Dr. Shaukat Haroon Scholarship: Recipients for this scholarship are selected from students in years 4 and 5 who are amongst the top 15% of their classes on the basis of their results in respective certifying examinations. No application is required for this scholarship.

Student Activities

Introduction

Student activities are an integral part of AKU and usually organized by committees which are elected annually by the students. Each year, elections are held in January, after the new class has settled at the University. Following these elections, committees will then in turn elect a Convener and Co-convener. Students are encouraged to pursue their interests by joining current Committees or by initiating other societies to enrich their education experience at the University.

The Committees (The Student Experience Office oversees activities through student representatives which are led by students) are as follows:

<u>Committee</u>	<u>Participating Classes</u>	<u>Number of reps. to be elected per class</u>
Publication Committee	All 5 years	1 Male & 1 Female from each Year
<i>Responsible for publishing the students' annual magazine.</i>		
Sports Committee	All 5 years	1 Male & 1 Female from each Year
<i>Responsible for promoting students' sports.</i>		
Arts & Culture Committee	All 5 years	1 Male & 1 Female from each Year
<i>Responsible for promoting and organizing cultural activities and art exhibitions.</i>		
Public Speaking Forum	All 5 years	1 Male & 1 Female from each Year
<i>Responsible for promoting and organizing debates and literary contests.</i>		
Student Health Committee	Year 3	1 Male & 1 Female from Year 3
Year Book Committee	Year 5	2 Males and 2 Females from Year 5
<i>Responsible for publishing the Year Book – graduating class</i>		
Student Lounge Committee	All 5 years	1 Male & 1 Female from each Year
<i>Responsible for the Student Lounge – maintenance.</i>		
Class Representatives*	All 5 years	1 Male or 1 Female from each Year

**Class representatives are responsible for attending meetings on behalf of their class and disseminating information as requested. Class representatives are also responsible to ensure proper representation of their class in each committee. Should class representation be missing or lacking for any committee, then the Class representatives will ensure that a student representative will be nominated / elected for that respective committee.*

Aga Khan University Club for Theatrics (Drama Society)

Responsible for promotion of individual talent and organization of drama.

Student Research Forum

Responsible for research awareness in a wide variety of medical topics, ranging from internal medicine and public health to molecular cell biology and ethics. The forum also responsible to conduct Annual Students' Health Sciences Research Conference – sponsored by the Dean of the Medical College.

Synergy

- To improve student life by providing different avenues for entertainment and socialization which are open to any and every medical student
- To provide a platform for extracurricular interests and activities which are not currently represented by existing societies
- To help incoming students adapt to the medical college and help make their transition comfortable

Falah

Falah-a registered non-profit organization operating solely within AKU- was initiated a decade and a half ago primarily by the MBBS students of the Medical College (MC), with the singular purpose of contributing towards patient welfare and making a positive difference in their lives.

Elections

The criteria for nominations are:

1. Student has not previously served on any of the committees cited above
2. Student has not failed any examinations during the last year (term, clerkship & professional).
3. Student agrees that if he/she fails in any examination during his/her tenure of office he/she will resign
4. Student has not been involved in any disciplinary matter prior to standing for elections. (Student if involved in any disciplinary matter will not be eligible to stand for the election for next two year from the time the DC decision imposed. If he/she involved in any disciplinary matter during the tenure the student election will stand null an void)
5. Not served on any two committees since his/her joining AKU.

The Faculty-Led Committees

In addition to the above student committees, there are several Faculty Committees in the College including the Library Committee, Student Health Committee, the Examination and Promotion Committee, Curriculum sub-committee and the Curriculum Committee.

Terms of Reference

1. Student Committees should make their annual action plan by the given deadline, in consultation with their advisors and get it approved by Manager, Student Experience Office, Office of the Registrar.

When making the annual plans, committees should also arrange events to commemorate important national days including Pakistan Day, Defence Day and Quaid-e-Azam's birthday.

Individual class activities are not University events. While organizing the events the following points should be noted:

- All expenses will be borne by the students of the respective class. There is no funding allocated for individual class activities. However, looking at the inflation and financial burden on the individuals; the Student Experience Office may consider requests for off campus transport – limited to only three events. Please note no cash will be given to the organizers.
 - Off-campus activities will be permitted only after security clearance.
 - All off-campus activities require the consent of parents.
 - All activities will be discussed and approved by the Student Experience Office.
2. For any event or activity being organized on campus, the Committees are required to submit a written proposal *at least four weeks before the date on which the event is being proposed*.
 3. The concerned Committee must consult the Student Experience Office for events that require sale of tickets.
 4. Budget proposals for any event or activity must be finalized in consultation with the Student Experience Office at least four weeks before the proposed date of the event.
 5. Proposals of events which require distribution of prizes and awards as well as use of University insignia on certificates, prizes, awards and trophies, must be prepared in consultation with the Student Experience Office, Office of the Registrar.
 6. All events should be managed by the relevant Committee and not by individual students.

7. Details of funds generated and expenses incurred along with receipts and cash memos must be submitted to Student Experience Office, Office of the Registrar, no later than one week after the event.
8. Transport arrangements are not the University's responsibility. If Student and Student Experience Office is required to facilitate transport arrangements, students need to contact the Office one week prior to the date of event.

Committee Spokesman

Committee Conveners and Co-conveners are the official spokesmen for their respective committees.

Advisors

Each Committee has an Advisor (Faculty or Staff) to provide guidance and to facilitate implementation of decisions that require interaction with the different departments.

Budget allocation

All committees are allocated budget for their activities and this allocated on event basis.

Information Dissemination

Committees should make an early start on their programmes by proper announcement and advance preparation. Ad hoc decisions and last minute rush to organize activities should be avoided. It causes disappointments and frustration. Each event should be advertised on the notice board for the information of all students.

Inter-University Competitions

The University participates in various Inter-University events including sports, debates, drama festivals and research congresses. Plans for these are decided and routed through the Student Experience Office, Office of the Registrar.

Role of Student Experience Network Office

The Student Experience Office co-ordinates the activities of all the Committees and tries to ensure that activities promote leadership potential and healthy entertainment in line with the policies of the University.

Academics

Pakistan Medical & Dental Council (PM&DC) Regulations

Licensure is the responsibility of the Pakistan Medical and Dental Council.

Provisional Registration by PM&DC: According to the notification received from the Pakistan Medical and Dental Council (PM&DC), University is responsible to send the provisional PM&DC Registration form along with the required documents and fee to the PM&DC office.

After the results of Final Professional Examination (MBBS Part IV) are announced, students are required to fill the PM&DC registration form, attach the required documents along with the fee [bank draft in favour of Pakistan Medical and Dental Council (PM&DC), Islamabad] and submit it to the Student Records Office, Office of the Registrar.

AKU will not be responsible for the provisional PM&DC registration if student is unable to submit the completed registration form to the Student Records Office by the prescribed deadline.

Examination and Promotion of Students

The Examination and Promotion Committee reviews and approves the recommendations of the faculty regarding Evaluation and Promotion of students.

Examination and Promotion Guidelines, M.B; B.S programme is given as appendix I.

Examination Results & Transcripts

Results

- a. Examination schedules are available with the examination coordinators.
- b. After every examination, results are discussed and approved at a meeting of the Examination and Promotions Committee. This meeting is normally held within 10 working days of the examination. Once approved, the results are announced and displayed for one week on the Students notice board located in the Medical College quadrangle.

Results are not disclosed over the telephone. Parents and students are discouraged to call and ask for results over telephone. Result cards for parent's information are mailed within two weeks of the approval of examination results.

- c. In case of failure in an examination, it is the student's responsibility to enquire from the Student Records Office, section of the Office of the Registrar for dates the remedial /re-sit examination approved by the Examinations & Promotions Committee.

Transcripts

Transcripts are in the custody of the Office of the Registrar.

Scores of Summative and Rotation examinations are shown on the transcript. Certification examinations are depicted as Pass-Fail with Honours (where applicable).

In the future students may be requested by prospective employers or agencies to provide them scores of their Certifying examinations. Student can make a request for Certifying examination scores by sending us the letter or request student would have received. We will provide these scores directly to the agency requesting for it on the AKU letter head. Student must however send us their permission to reveal their scores.

Please note that this letter will be sent directly to the institution concerned; this will not be handed over to student or student's nominee under any circumstances.

In Pakistan: In order to obtain a transcript, you should complete the required transcript request form available with the Office of the Registrar, make the payment (*please confirm with the Office before making request*) and submit the request form and payment receipt to the Counter at the East Reception of the School of Nursing and Midwifery.

To make a request if you are overseas: You can access and download the Transcript Request Form through a web-link:

<http://www.aku.edu/admissions/registraroffice/Documents/Transcript%20Request%20Form.pdf>. A scanned copy of the Form, duly filled-in and signed by you, should be e-mailed at student.records@aku.edu for generating the requested transcripts.

Transcript requests for more than 5 copies will not be treated as urgent and will require 15 working days. ***Transcripts will not be issued unless all financial and other obligations that are due (other than future loan payments) have been cleared.***

The Curriculum Committee & Teaching Schedules

Planning, implementation and management of the Curriculum is the responsibility of the Curriculum Committee. Teaching Schedules are prepared by concerned Module and Year Committees and are available before the beginning of a Module / Clerkship through the Curriculum office.

The members of the Curriculum Committee for the year 2016 - 2017 are as follows:

Chair	Dr. Rashida Ahmed (Professor, Pathology and Laboratory Medicine)
Year 3 Committee Chair Co-Chair Curriculum Committee	Dr. Saniya Sabzwari (Associate Professor, Family Medicine)
Co-Chair & Representative from BBS	Dr. Kulsoom Ghias (Assistant Professor, Biological and Biomedical Sciences)
Year 1 Committee Chair	Dr. Tanveer Jilani (Senior Instructor & Acting Vice Chair UGME Biological and Biomedical Sciences)
Year 2 Committee Chair	Dr. Kausar Jabeen (Assistant Professor, Pathology and Laboratory Medicine)
Year 4 Committee Chair	Dr. Rozilla Khan (Assistant Professor, Obstetrics and Gynecology)
Year 5 Committee Chair	Dr. Sadaf Khan (Assistant Professor, Surgery)
Off-campus Clinics Chair	Dr. Waris Qidwai (Professor & Chairman , Family Medicine)
Community Health Sciences, Coordinator	Dr. Narjis Rizvi (Assistant Professor, Community Health Sciences)
Examinations & Promotions Committee Chair	Dr. Shaista Khan (Professor, Surgery)
Interim Associate Dean Education, FHS	Dr. Muhammed Tariq (Associate Professor, Medicine)
Representative from Pathology and Laboratory Medicine	Dr. Romana Idress (Assistant Professor, Pathology and Laboratory Medicine)
Two Student Representatives	Year 2 and Year 5

Attendance

- a) Students are expected to attend all scheduled teaching and examination sessions.
- b) Attendance in laboratory sessions, tutorials, presentations, field visits, HASS lecture series, clinical skills sessions and clinics for patient care is mandatory. Absence from these sessions may render the students ineligible for certifying examinations.

Leave of Absence:

Emergency leave: Leave of absence may be granted for serious illness in the immediate family*. Leave of absence may be granted for death in the immediate family* and first level blood relatives.

Absence exceeding a minimum critical period will require completion of residual module/rotation. Students are required to inform Office of the Registrar within **twenty four hours** at (92-21) 3486-5449 and/or at email address student.records@aku.edu and provide appropriate documentation if required.

Medical Leave: Absence for illness must be certified appropriately by Student's physician in CHC. Certificates from outside AKUH have to be counter signed by the student's physician after counterchecking. Medical Certificate should be submitted, within **five** working days along with leave application form, to the Office of the Registrar, Student Records Office. A copy of the Medical Certificate must be submitted to the module/rotation Coordinator.

Other Leave: On the basis of relevant evidence, students will be eligible to request for 3 working days leave of absence for personal or siblings' wedding provided the module / rotation is 4 weeks or longer. The leave cannot be granted during examinations. Leave application must be submitted 4 weeks in advance.

Leave for Conference/presentation (approved by the University): Students are required to request for leave on the application form at least **three** months in advance. Leave application must include appropriate and complete documentation, and signature and approval for presentation/ participation of the supervising faculty. Student must confirm whether leave is approved or disapproved from Office of the Registrar and collect approval in writing, before going on leave. Approved leave will be recorded in the Student File.

Leave for Conference/ Presentation can only be approved maximum up to **seven days** (including travel time); upon receiving of work plan from the concerned coordinator. Students are advised to plan leave keeping in perspective the curricular requirements.

Students will not be granted leave during modules/rotations of up to four weeks, during remedial / residual rotations and examinations.

Note: Students absent for an examination without prior permission or adequate supporting medical evidence from the Student Health Service should consider themselves as having failed an examination. Any unapproved leave is considered unauthorized absence from the Medical College and will be considered a disciplinary offence.

Leave approval should not be sought from coordinators, faculty, facilitators and/or mentors.

**Immediate family members: parents, siblings, grandparents.*

Leave of Absence – Procedure

Complete Leave of Absence form and attach documentation (if required); Form is available on AKUMED, can be downloaded and emailed to student.records@aku.edu.



Submit Leave of application form to the Students Records Office, Office of the Registrar.



The student is responsible to find out from the Office of the Registrar whether the leave is approved or disapproved before proceeding for the said leave.



Once leave is approved, the Office of the Registrar will notify the appropriate offices and faculty.

Selectives and Electives

Selectives are offered to students in Year 3 and Electives are offered to students in Year 4 and 5. These electives provide students an opportunity to learn and strengthen skills and give opportunities for a different exposure.

The Elective Office is situated within the School of Nursing and Midwifery, near the East Reception. The Office maintains elective records and helps the students by:

1. Completing application forms for national or international electives;
2. Providing relevant reference letters;
3. Facilitating placements at non-AKU / AKU sites;
4. Providing addresses of universities, institutions and hospitals where applications could be made for an elective experience.
5. Keeping a track of selective/electives evaluations.

The Electives office is custodian of elective and selective records and forwards the students evaluation to the curriculum committee for the selective/elective rotations. Student's eligibility to write certification examinations are based on completed evaluations.

Elective Committee

Dr. Babar Hasan	Chairperson	(babar.hasan @aku.edu)
Dr. Laila Akbarali	Member	(laila.akbarali@aku.edu)
Dr. Rashida Ahmed	Member	(rashida.ahmed@aku.edu)
Ms. Nasreen Sheikh	Elective Office	(nasreen.sheikh@aku.edu)
Mr. Amin Keashwani	Elective Office	(elective@aku.edu)

Year 3 Selectives

Students must complete 4 weeks of "Selectives" during their 3rd year of studies. The Class will be divided into 5 groups by student records office and each group will complete the Selectives at Aga Khan University (AKU) in their Year III. Selectives can be done either in below mentioned clinical disciplines or conducting research (basic or clinical research) or in Community Health Sciences:

Clinical Selectives may be done in the following disciplines – Internal Medicine (including Pulmonology, Cardiology, Gastroenterology, Oncology, Endocrinology and Neurology), Surgery (including General Surgery, Cardiothoracic, Paediatric Surgery, Vascular, Plastic Surgery, Urology, Ophthalmology, Otolaryngology and Neurosurgery), Pathology, Radiology, Paediatrics, Obs/Gyne and Anaesthesia. Each department can accommodate 1-2 students for each 4 weeks rotation.

Research Selectives may be in any discipline (e.g. Paediatrics, Psychiatry, Obstetrics & Gynaecology, Community Health Sciences, Emergency Medicine, Orthopedics, Basic Sciences etc.)

Students will register with the Elective Office and list their top 3 choices by filling in the application form for Selectives available on AKUMed. The Elective Office will coordinate with the respective departments for the placement. For each group the Elective Office will announce the dates to start process of Selectives.

At the conclusion of selective rotation, student is responsible for submitting their evaluations to the Elective Office. Evaluation **must** reach elective office in the 3 – 5 working days of conclusion of selectives.

Students with remedial rotations are advised to contact Mr. Amin Keashwani in the Elective Office before commencement of their selective rotation.

Year 4 Electives

Year IV Electives must be clinical and within Pakistan but outside AKU (can be near home)¹ in a teaching or private hospital². The faculty supervisor should have a recognized post-graduate degree such as FCPS or UK (fellow) or US (diplomat) equivalent.

At the conclusion of elective rotation, student is responsible for submitting their evaluations to the Elective Office. Evaluation **must** reach elective office in the 3 – 5 working days of conclusion of elective rotation.

Electives must be registered and approved by the Elective Office prior to initiation of elective period. If registration and approval have not been granted by Elective Office, such electives will not be counted as having been completed satisfactorily. In such cases the elective office reserves the right to recommend failure of rotation to the curriculum committee.

Students with remedial rotations are advised to contact Mr. Amin Keashwani in the Elective Office before commencement of their electives rotation.

Year 5 Electives

Duration of Electives

Electives are a mandatory component of the Aga Khan University M.B.,B.S. curriculum. Eight weeks in the final year of M.B.,B.S. are reserved for an elective experience. Students are required to complete full eight weeks of their electives. Shortfalls and unsatisfactory evaluations may call for disciplinary measure and in extreme cases, exclusion from certification

¹ Please note that home or permanent place of residence is defined as the student's family address listed with the Medical College. Only students registered as foreign status at AKU can pursue clinical electives in the 4th year at their place of permanent residence abroad.

² Private hospital should have some kind of training program or a large private practice with a doctor who is also associated with a university and has an academic appointment. Example of a private institution which has training programme is Tabba Heart, Indus Hospital, Afzal Memorial. Easiest way of defining will be a private place that is CPSP recognized as a post-graduate training program.

examination. Choice of discipline during these 8 weeks is up to the student. However, when a student is required to take a remedial, up to four weeks, could be used for it from the elective period.

Procedure for Arranging Electives

Application on prescribed forms E–1 should reach the Elective Office, Office of the Registrar at least 6 months prior to the commencement of electives. For electives in United Kingdom an early start is desirable (one year ahead of time). Unless these time frames are adhered to, an applicant may find it difficult to get a placement. The elective office will not remind students to submit applications; it is student’s own responsibility to submit these on time. The Elective Office will not take any responsibility pertaining to late applications.

Students are advised to discuss their application, choice and field of elective, with your mentor and relevant faculty members.

As a mandatory requirement, all students are required to fill and submit E-2 form to the Elective Office, Office of the Registrar, at least 2 weeks before the departure.

Students must make allowances in time for these procedural matters. No elective outside AKU will be allowed or accepted unless the proper process is followed.

At the conclusion of the elective, the elective supervisor should submit an evaluation form (E–3 form) to Elective Office, Office of the Registrar. Evaluations are required to complete requirements of the curriculum and Dean’s letter. Lack of evaluation will be considered as an elective “not done”. The elective office reserves the right to recommend this incomplete elective status to the concern year committee, curriculum committee and examination and promotion committee.

Students should also submit a comprehensive review on their electives in form E–4 to the Elective Office. This report will assist other students in determining the suitability of that site.

Please Note: All the above forms are available on AKUMED.

Any developments particularly confirmation of placement, the date of departure etc., should be intimated to the Elective Office, Office of the Registrar. ***It is the responsibility of the individual student to keep the Elective Office informed on the progress of their elective placements and should submit elective evaluations on time.***

Students are advised to think through their objectives carefully before writing in the application form.

Students are also advised, in their own interest, to consult with the Elective Office to clarify all matters related to the application before completing the same.

** It should be noted that Students often face visa issues, even though overseas electives are confirmed. Students must make alternate arrangements as groups will not be changed to accommodate requests related to visa issues either in advance or at the last minute.

All electives are undertaken by the students at their own risk and responsibility.

Finance

AKU will not bear any financial costs for placement of its student nationally or internationally.

All dues against the tuition fee, hostel, communication etc. should be cleared before submitting the E-1 application and proceeding for electives.

Policy on Financial Assistance

Students on financial assistance should note that their proceeding abroad for electives will call for either immediate repayment of any financial assistance received for the year in which the elective is undertaken, or the return airfare to the elective site whichever is lower.

Placement of AKU Students at Non – AKU Sites (National)

The request for electives outside AKU will have to be endorsed by the Elective Office after a Faculty contact has been confirmed in the host institution. Subsequently the applicant may obtain a letter of support from the Elective Office requesting the host institution for a placement for the student concerned, along with an evaluation from with a request to submit a formal report on the completion of the elective to the Elective Office.

Placement of AKU Students Overseas

Students making multiple applications to different institutions are reminded that good planning and relevant information are extremely beneficial in securing good electives, particular overseas.

Students should, shortlist three to four sites for sending applications. As soon as confirmation from host institution is received, the student should respond promptly. Delaying final decision upsets all concerned particularly because at that stage it is too late to fill the wasted space. This not only brings disrepute to AKU but also deprives AKU students of elective places in future. Furthermore, as the word travels, such incidents may deter other universities from entertaining applications from AKU students.

Students must allow at least **7 to 10 working days**, to obtain letter of support or endorsement on an application form.

Student Grouping

Groupings for Years 1 and 2

Students are divided into small groups for every module. These small groups are made by the Curriculum Office. Students are divided into 11 groups out of ± 100 students. Grouping is made such that gender, educational background and geographical mix are ensured.

Groupings for clinical years

Class is divided into five groups for the clinical clerkships at the beginning of Year 3 and Year 4. The groupings are made by the Office of the Registrar in lines of the policy developed by the curriculum committee.

Year 3 Grouping:

- Groupings are announced towards the end of Year 2 and are subject to student satisfactorily completing Year 2 curricular requirements and promotion to Year 3.
- No change in groupings is allowed. No requests to change a group will be considered.

Year 4 Grouping:

- Groupings made for Year 3 are carried forward to Year 4.
- Groupings are announced towards the end of Year 3 and are subject to student satisfactorily completing Year 3 curricular requirements and promotion to Year 4.
- The University reserves the right to change a student's group to ensure satisfactory completion of students' curricular requirements.
- No change in groupings is allowed. No requests to change a group will be considered.
- For students with a backlog from the previous academic year, group placement may need to be changed to accommodate the curricular requirements, for which the Office of the Registrar will design a special schedule to meet student needs.

Year 5 Grouping:

Groupings for Year 5 are based on Registration numbers. The groupings are made by the Office of the Registrar.

- Groupings are announced by mid of Year 4 and are subject to student satisfactorily completing Year 4 curricular requirements and promotion to Year 5.
- For students with a backlog from the previous academic year, group placement may need to be changed to accommodate the curricular requirements, for which the Office of the Registrar will design a special schedule to meet student needs. Students are advised not to plan their electives without consultation of the Elective Office.

- For academic purposes, and supported by documentary evidence, a student may request for change in group placement on mutual and same gender swap basis. A GROUP CHANGE REQUEST FORM must be completed by the two individuals making the request and submitted in person in the Office of the Registrar, by appointment. A student can make one application only. Individual requests will not be acceptable.
- Submission of a request for group change is not a guarantee for a change of group placement. The GROUP CHANGE REQUEST FORM is available online. For an appointment, please call us at ext. 5449 / 5479

Graduation and Convocation

Graduation

Following the successful completion of your curricular requirements, Insha'Allah, you will become an AKU graduate. On completing the five year curricular requirements students graduate and take next steps in their career.

Forward planning: preparation for higher education

Dean's Recommendation letter

A Dean's letter request must be made within two years of graduation. Our office will be unable to prepare a Dean's letter beyond this time as verification of information is not possible. Letters of recommendation can be requested from the Office of the Registrar, Student Records Office; a minimum eight weeks lead time is required to process your request. When you submit your CV, please ensure that it is in line with the template which is available from the Student Records Office. To seek further clarification, please contact the Student Records Office. Since it is not possible to accommodate urgent requests, May we request you not to get highly placed individuals within AKU or outside to pressurize the office to expedite this letter.

Verification of Medical Education by Other Institutes

Upon graduation, you will be applying to different institutions for further studies and training. Institutions will verify your credentials by writing to us. The following is some information that will assist you in processing your paperwork.

- i. Processing time for verification is seven working days
- ii. Forms/Documents: Documents submitted in person or sent directly to the University by the verifying authority will be processed by the Student Records Office. The Office processes the request after verifying the information in University records and seeking clearance from finance office. In case where clearances are not received, verification will remain on hold until clearance is received.

Different Universities and verification agencies have different requirements. These include transcripts and degree copies.

- a) Transcript: If required, graduates must make payment of transcript at the Cash Office and attach the receipt with request.
- b) Degree: If required, graduates are responsible to attach copy of degree with the request.

iii. Dispatch of Documents:

Please note: Documents are dispatched via regular mail. Courier service is available upon request and self payment of courier charges. Please confirm the charges at the time of making payment. *The University **DOES NOT** take responsibility for delivery of the courier or mail. In case of courier, only the tracking number will be provided upon receipt from the respective courier company.*

Payments: Payments may be made through credit cards;
<http://www.aku.edu/admissions/registraroffice/Pages/current-students.aspx>

1. For Residents in Karachi: All payments have to be made at the cash office located in the Medical College and receipts submitted along with the request form.
2. For Out-stationed Requestors: Payment can be made by an authorized person at the Cash Office or through demand draft (in Pak Rupees) drawn in favour of the Aga Khan University. Cheques are not accepted. Facility of online transfer is also available. Banking details are attached with this letter for your reference.

Information to upload the documents at ERAS Web Portal:

Instructions for Submitting a Medical School Transcript and MSPE/Dean's Letter:

The transcript and MSPE should conform to the following technical specifications:

- It must be in **ONE Portable Document Format (pdf)** file format. If the document contains more than one page, please include all pages in the **ONE FILE**. We cannot upload separate files for each page. Each page uploaded will replace the previously uploaded page.
- The Transcript and the Dean's Letter must be standard size. The maximum page dimensions should be 8.5 by 14 inches.
- The maximum image size accepted should be less than 1200,000 bytes or (1200 KB); the maximum image size [resolution] accepted will be 300 dots per inch (dpi).
- The Transcript and the Dean's letter must be on official institutional letter head.
- Since this letter is being submitted electronically, please do not include the Document Submission Form (DSF) or the Request for Dean's Letter/Coversheet.
- The Dean's Letter should **manually signed** by the Dean. Electronic Signature is not acceptable.

Instructions for Submitting a Letter of Recommendation (LoR)

The Letter of Recommendation (LoR) should conform to the following technical specifications:

- Each LoR must be in ONE Portable Document Format (pdf) file format. If the document contains more than one page, please include all pages in the ONE FILE. You cannot upload separate files for each page. Each page uploaded will replace the previously uploaded page.
- LoRs must be standard size. The maximum page dimensions should be 8.5 by 14 inches.
- The maximum image size accepted should be less than 500,000 bytes or (500 KB); the maximum image size [resolution] accepted will be 300 dots per inch (dpi).
- LoRs must be written on official institutional letterhead of the letter writer. LoRs should include the letter writer's contact information and must be manually signed by the letter writer. LoRs received with an electronic or stamped signature will be deemed copies. For enhanced authentication, ERAS Support Services suggests applicants request that letter writers affix an institutional seal to the LoR. Photocopies of original letters will be deemed copies.
- Address the letter as "Dear Program Director" or "To Whom It May Concern". Do not address the letter to individual program directors. ERAS Support Services at ECFMG cannot process documents with individual salutations.
- Since this letter is being submitted electronically, please do not include the Document Submission Form (DSF) or the Request for Letter of Recommendation/Coversheet.

Note: Applicants are advised to request their referee to recheck the way their name has been spelt; content and gender in the letter before uploading. ECFMG will make a visual inspection to determine if the LoR is an original or a copy. ECFMG will not conduct a primary-source verification of these document types. If an applicant cannot submit an original document, and the submitted document(s) is (are) determined by ECFMG to be a copy, ERAS Support Services at ECFMG will stamp the document(s) to read as follows: COPY–Originals Required for This Document Type–ERAS Support Services.

New process for LoR uploading on ERAS: For ERAS 2016, the process that has been followed since 2014 has changed. The letter of recommendation must be uploaded by applicant or applicant's referee using the LoRP. Medical schools are no longer authorised to upload letters on your behalf. For your information, please note the changes that must be followed for the upcoming season:

- Letters can only be uploaded once the ERAS season opens.
- You are required to generate an online request; using the Letter Request Form that includes instructions for the LoRP as well as a unique identifier for each LoR you are asked to upload.
- If you do not already have an account, you will be asked to create an AAMC account in order to gain access to the LoRP.
- Account creation is simple and only requires your name and email address.
- Please do not send letters to the AAMC/ERAS; they will be returned.

Please Note:

- i. All document(s) will be uploaded in presence of the applicant; email requests will not be acceptable;
- ii. To upload documents, student/ graduate are required to submit a clearance from the Student Finance Department at the time of appointment.
- iii. **Appointment for uploading the required document(s):**

Students/ graduates are required to take an appointment to upload document from Student Records Office at least 5 working days in advance. This can be taken in person or by calling Ms. Zohra Barkatali at extension 5454 at the Registrar’s Office Counter, School of Nursing.

Appointment will be available on **‘FIRST COME FIRST BASIS’** and **only ONE appointment** can be given to each student/ graduate. Please upload all your documents altogether in this **ONE appointment**.

Timings for uploading documents: Monday to Friday from 2:15 pm to 4:00 pm
Ramadan Timings: Monday to Friday from 12:00 pm to 2:30 pm

Contacts:

For Appointment:

Ms. Zohra Barkatali / Ms. Seema Iqbal
Office of the Registrar
Location: Registrar’s Office Counter, School of Nursing

E-mail: student.records@aku.edu
Tel: (92-21) 34930051 Ext. 5454
Direct: (92-21) – 34865454

For Uploading Documents on ERAS WEBPORTAL :

Ms. Shaista Ali/ Ms. Saadiya Siraj
Office of the Registrar, Records Office
Located in the School of Nursing
E-mail: shaista.ali@aku.edu
saadiya.siraj@aku.edu
Tel: (92-21) 34930051 Ext. 5449/5479
Direct: (92-21) –34865449/5479

Convocation

Convocation Ceremony and all formalities related to graduation

The coordination of the University Convocation is the responsibility of the Office of the Registrar. For information, regarding Graduation and Convocation, please contact Office of the Registrar.

Student Health Card: Student Health card remains valid until the declaration of Final result. The Hospital will not accept Student Health card once the final results of MBBS Part IV have been declared. After graduation students are advised to a regular health card issued through the Hospital Registration office.

Hostels & Lockers: Students living in the Hostel are required to vacate their rooms on next day of the announcement of results. Please make sure that nothing is left behind as the rooms will immediately be handed over to Maintenance Department for cleaning purposes. Day scholars who have been given lockers are also required to vacate their lockers on next day of the announcement of results. Personal property found in the lockers will be disposed off after this date without any intimation to you.

Alumni Registration: With the completion of your studies at AKU, you are no longer entitled to avail the facilities on campus as a student. In order to continue availing these facilities, you are required to register yourself as an AKU Alumni. Please contact the Alumni Office in this regard.

Financial Assistance documents (where applicable): Aga Khan University loan documents should be completed and submitted to the Financial Assistance Office. For further details please contact Ms. Farahnaz Salim/ Irfan Ali Charania for further information and assistance. This is an essential and legal requirement. In case of non-compliance, graduand will not be allowed to participate in the Convocation.

Convocation Events: For details about the Convocation and related events, contact Student Records Office.

- Rehearsal: 2 days before the convocation. This is **Mandatory** for all graduating students to attend.
- Award Ceremony: traditionally held on Friday night, preceding the convocation and followed by dinner. Students are entitled to invite 2 guests.
- Convocation Ceremony: Saturday; Students are entitled to invite 4 guests.

Regalia/ Jamiaposh: Graduands are required to order their 'Jamia Poash' soon after MBBS Part IV examination through the University Administration. The Jamia Posh is returnable after the Convocation. Without the Jamiaposh, graduates will not be able to participate in the convocation.

Degrees in absentia

Graduates who are not likely to be present at the Convocation may collect their degrees in person with prior appointment from Mr Salim Valani in the Office of the Registrar, Karimabad campus (Telephone# 36347611 Ext. 8636) after the Convocation ceremony. A written receipt acknowledging delivery of the degree parchment will be required. Those who would like their representatives to collect degrees on their behalf should authorize them by completing "Student Information Release Form" available on the University's website (www.aku.edu). The form should be submitted at East Reception, Registrar's Office counter in the School of Nursing and Midwifery. A written clearance from Finance Department will have to be deposited.

Students are advised in their own interest not to have degrees mailed to them. Several students have lost their degrees by doing so. In the past, requests for mailing degrees have also been turned down due to security reasons.

For details please e-mail Mr Salim Valani at salim.valani@aku.edu.

Appendix A

Code of Conduct & Disciplinary Procedures

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Student Code of Conduct and Disciplinary Procedures
Policy Number	009
Approved by	Academic Council
Date of Original Approval	November 22, 2007
Date of Revision	July 22, 2010
Contact Office	Office of the Registrar

1.0 Introduction

- 1.1 The Student Code of Conduct and Disciplinary Procedures is devised with the primary objective of ensuring exemplary behaviour and conduct of students which they can achieve by displaying the highest degree of moral and ethical values.
- 1.2 Accordingly, the powers for determination of an offence and imposition of penalty thereof in accordance with the provisions of this Code and Procedures shall vest exclusively with the respective academic Dean / Director (cf. Definitions, Section 11) or Provost as the case may be.
- 1.3 The academic Dean/ Director or Provost is empowered and competent to initiate an inquiry and impose any penalty in cases where an offence as per the provisions of this Code and Procedures has been committed by any student, notwithstanding the fact that the said individual may have been exonerated or acquitted by a court of law under prevailing laws of the land.
- 1.4 The University expects that the behaviour of its students within and outside the precincts of the University will be in conformity with the highest standards of honesty, morality and discipline. Students will respect the rights and privileges of the members of the University community and society at large at all times. They will conduct themselves in ways that uphold the reputation of the University and its programmes.
- 1.5 The Student Code of Conduct outlines the expectations of the University of its students in terms of general conduct as well as academic conduct. Where required, individual units of the University or those within a particular country or region, may develop policies appropriate to their legal and cultural context, while remaining within the overall framework contained herein.

- 1.6 As a condition of enrolment at the University, all students assume responsibility to observe the Code of Conduct. In cases where there are grounds to suspect a breach or any infringement of the Code of Conduct, disciplinary action under the auspices of the Disciplinary Procedures may be initiated for such behaviour committed either within or outside the precincts of the University.

2.0 General Student Conduct

- 2.1 All students will present themselves with dignity befitting their status as mature, law abiding and responsible persons and show tolerance toward religious, ethnic, social and other differences.
- 2.2 Students will refrain from any activity which is subversive of discipline and/ or brings the University into disrepute.
- 2.3 Students in all settings on campus are expected to dress in a simple, decent and appropriate manner.
- 2.4 Students individually or as a group will refrain from engaging in any activity which hinders or prevents the participation of another person or group of persons in any of the activities of the University.
- 2.5 Students will ensure that their actions do not in any way threaten or endanger the health, safety or security of other persons or imperil the latter's properties.
- 2.6 Students will refrain from any behaviour which will cause damage to University property.
- 2.7 Hostel rules are to be read in conjunction with the Student Code of Conduct and Disciplinary Procedures.

3.0 General Academic Conduct

- 3.1 All students will diligently apply themselves to their registered courses of study.
- 3.2 Students shall attend lectures, tutorials, seminars, practical sessions, clinics and ward assignments, examinations and other scheduled courses and activities, in accordance with the attendance requirements of the University with regard to each programme, except for reasons acceptable to the University.
- 3.3 Each student shall be solely responsible for completing his / her scheduled examinations and attending other academic activities, as per his / her programme requirements.
- 3.4 Students will ensure that any original academic writing, including essays, theses, research projects or assignments in a course or programme of study either

represents their own words, ideas, images or data or is appropriately referenced according to academic conventions.

- 3.5 Students will respect the confidentiality of information pertaining to all clients of the University including patients and their records, and will use it in no other circumstances than for authorized academic and professional purposes.

4.0 Requests for Prior Permission

- 4.1 Students will be required to obtain prior permission in writing through approved committee structures for the following:
- 4.1.1 Organizing co-curricular activities on campus.
 - 4.1.2 Making public statements, communication or correspondence with the press or other media for mass communication on behalf of the University or commenting on the internal affairs of the University.
 - 4.1.3 Inviting Government and / or foreign dignitaries, ministers, representatives of foreign governments / agencies or other public personalities in their official capacity on to any University campus.

5.0 Disciplinary Offences

- 5.1 Without prejudice to the generality of the provisions of the Student Code of Conduct, the following conduct by students will constitute a disciplinary offence:
- 5.1.1 Repeated failure to conform to scheduled instruction, practical work, examination, clinical assignments and/or coercing other students to act likewise.
 - 5.1.2 Any form of intimidation, insult, abusive language, assault, molestation or harassment of students, staff, faculty, patients or other clients, within or outside the University.
 - 5.1.3 Any form of unauthorized picketing, rallies, demonstrations or organized obstructions of any student / University / University Hospital function in any manner whatsoever.
 - 5.1.4 Any attempt to conceive, design or affect any plan of whatever nature whose object or consequence is to disrupt academic programmes of the University or its operations.
 - 5.1.5 Malicious acts, theft, wilful damage or misuse of University's or any third party's property.
 - 5.1.6 Students residing or availing the hostel and its facilities shall comply with all the hostel rules and will conduct themselves in a manner that respects the rights of other resident students, faculty and staff of the University.
 - 5.1.7 Unauthorized housing of persons in the hostel or other buildings at the University.
 - 5.1.8 Raising funds, accepting donations or engaging in similar activities for and on behalf of the University without a prior written approval of the University.

- 5.1.9 Smoking, eating, drinking where prohibited in settings of the University.
- 5.1.10 Cheating, plagiarising and or use of other unfair means in examinations or any other academic setting.
- 5.1.11 Procurement, possession, use, sale or display of any weapon, including firearms or any other contraband item on campus or at any University-related event.
- 5.1.12 Procurement, possession, use, sale and consumption of banned drugs, alcohol or other contraband items on campus or at University related events.
- 5.1.13 Attendance on campus or at University-related events in an intoxicated state or under the influence of banned substances.
- 5.1.14 Any act of violence causing injury or damage to any person or property at the University.
- 5.1.15 Providing wrong information, giving false and / or fabricated evidence, deliberately concealing material facts or information to the University in any proceedings and inquiries carried out at any forum by the University.
- 5.1.16 Committing or involvement in any act of deceit, fraud, forgery with the University, students, staff or faculty.
- 5.1.17 Abuse, unauthorized or fraudulent use of University computers, network systems or computer files.
- 5.1.18 Failure to comply with or any act in violation of, contravention of or disregard for published University policies, regulations or failure to comply with the direction of University officials acting in performance of their duties.
- 5.1.19 Any act prohibited and/ or not permitted under any law of the country where the University is located.
- 5.1.20 Assisting, supporting, facilitating, encouraging, and provoking any of the offences referred in clauses 5.1.1 to 5.1.19 above.

6.0 Disciplinary Procedure

- 6.1 Any breach of a Disciplinary Offence will be immediately reported to the Dean / Director of the student's academic entity, or his / her designate.
- 6.2 Once informed the Dean / Director or his / her designate will:
 - 6.2.1 Convene and refer the matter to the academic entity Disciplinary Committee for investigation.
 - 6.2.2 Inform the University Registrar that a Disciplinary Committee has been convened.
- 6.3 While the Disciplinary Committee is investigating an offence, the Dean / Director may suspend the student or restrict him / her from specific or all campus based activities until the investigation is completed and a decision reached.

6.4 The Disciplinary Committee:

- 6.4.1 The academic entity Disciplinary Committee will be a standing committee and shall consist of at least five members of the faculty and senior staff of the University, one of whom shall be the Chairperson.
- 6.4.2 Members of the academic entity Disciplinary Committee will be appointed by the Dean / Director for a one-year term, which may be extended for a further period of two years.
- 6.4.3 The Dean / Director will ensure there is continuity of membership on the Committee and will have the discretion to extend the tenure or co-opt members on the Committee whose tenure have expired and who are involved in on-going cases.
- 6.4.4 There must be a quorum of at least three members of the Committee present for a hearing to proceed.
- 6.4.5 The academic entity Disciplinary Committee will be entitled to use services of any personnel of the University as the Committee may deem appropriate for the purposes of assisting the Committee in conducting the disciplinary proceedings.

6.5 The Disciplinary Committee's proceedings:

- 6.5.1 Will be conducted in a fair and transparent manner.
- 6.5.2 Will invite the concerned student to present his/her point of view.
- 6.5.3 May, at its discretion, call other people deemed appropriate for seeking any information or evidence with regard to the offence.
- 6.5.4 Unless otherwise authorized by the Dean / Director, the Disciplinary Committee will normally complete its proceedings within 15 working days.
- 6.5.5 The outcome of the Disciplinary Committee's investigation will be communicated to the Dean / Director in writing.
- 6.5.6 The Dean / Director may act upon the recommendation(s) of the Disciplinary Committee or in accordance with his / her judgment.
- 6.5.7 In exercising his / her right of making a decision, the Dean / Director shall not be required to provide a hearing to the student.
- 6.5.8 A copy of the decision will be sent to the University Registrar.

7.0 Disciplinary Actions

- 7.1 In cases of breaches of Disciplinary Offences 5.1.1 – 5.1.9, the University will impose anyone or more of the disciplinary actions given below, depending on the severity of the offence.
 - 7.1.1 Counselling of the student.
 - 7.1.2 A letter of warning or reprimand to the student.
 - 7.1.3 Probation for a specified period of time with mandatory periodic counselling.

- 7.1.4 The payment of fine by the offender commensurate with the nature and gravity of the offence committed.
 - 7.1.5 Suspension from the University for a specified period.
 - 7.1.6 Expulsion from the University and / or expulsion from the University residences if so required.
 - 7.1.7 Any other penalty which the relevant authority/ body of the University may deem fit to impose.
- 7.2 Notwithstanding Section 7.1, in cases of breaches of Disciplinary Offences 5.1.10 – 5.1.20, the University will impose anyone or more of the disciplinary actions given below, depending on the severity of the offence.
- 7.2.1 Suspension from the University for a specified period.
 - 7.2.2 Expulsion from the University and / or expulsion from the University residences if so required.
 - 7.2.3 Any other penalty which the relevant authority/ body of the University may deem fit to impose.

8.0 Appeals

- 8.1 Any appeal of the Dean's / Director's decision must be made within 10 working days of the date of the letter notifying the student of the decision.
 - 8.1.1 Disagreement with the Dean's / Director's decision is not a reason for appeal.
 - 8.1.2 Students must clearly state the reason for the appeal.
 - 8.1.3 Students must make their appeal in writing.
 - 8.1.4 An appeal may only be made by the student. Appeals received from parties other than the student will not be considered.
- 8.2 Appeals should be addressed to the University Registrar who will be responsible for forwarding the matter to the University's Provost.
- 8.3 In cases where the Provost is not available to consider an appeal within the prescribed timelines, the Provost will forward the matter to a Dean / Director who will act in his / her place.
 - 8.3.1 The Dean / Director selected by the Provost may not be the Dean / Director of the student's academic entity.
 - 8.3.2 Once selected the Dean / Director shall become the Provost's designate.
- 8.4 Upon the receipt of an appeal, the Provost or his / her designate will convene and refer the matter to an Appeals Committee for investigation and review.
- 8.5 The Appeals Committee

- 8.4.1 The Appeals Committee will be an ad hoc committee and shall consist of three members of the faculty and senior staff of the University, one of whom shall be the Chairperson.
 - 8.4.2 The Appeals Committee will be entitled to use services of any personnel of the University as the Committee may deem appropriate for the purposes of assisting the Committee in conducting the disciplinary proceedings.
- 8.5 The Appeals Committee's proceedings:
- 8.5.1 Will be conducted in a fair and transparent manner.
 - 8.5.2 Will invite the concerned student to present his/her point of view.
 - 8.5.3 May, at its discretion, call other people deemed appropriate for seeking any information or evidence with regard to the offence.
 - 8.5.4 Unless otherwise authorized by the Provost or his / her designate the Appeals Committee will complete its proceedings within 10 working days.
 - 8.5.6 The outcome of the Appeals Committee's investigation will be communicated to the Provost or his / her designate in writing.
 - 8.5.7 The Provost or his / her designate may act upon the recommendation(s) of the Appeals Committee or in accordance with his / her judgment.
 - 8.5.8 In exercising his / her right of a making decision, the Provost shall not be required to provide a hearing to the student.
 - 8.5.9 The decision of the Provost or his / her designate shall be final and binding on all parties.
 - 8.5.10 A copy of the decision will be sent to the University Registrar.

9.0 Sharing of Information

- 9.1 Where appropriate, information about a disciplinary offence may be passed on to the student's parents/ guardians/ sponsors. The student or parent or both may also be required to give written assurances or undertaking to support expected conduct throughout his/ her stay at the University.

10.0 Confidentiality

- 10.1 The disciplinary proceedings held under the provisions of this Code of Conduct shall be of a confidential nature. To ensure the safety and security of all concerned, all information, statement, evidence, material, etc. received and/or presented during the disciplinary proceedings shall be kept strictly confidential and the students will not be entitled to have access to and/or seek copies of any of the record(s) of the disciplinary proceedings.

11.0 Definitions

- 11.1 Student: shall mean and include any person enrolled at the Aga Khan University for a course of studies leading to an undergraduate, graduate or postgraduate certificate, diploma or degree or any person registered with any other university or institution who has been accepted for an approved programme of study or training at the University.
- 11.1.1 For the purposes of the Student Code of Conduct and Disciplinary Procedures, PGME Interns, Residents and Fellows shall be deemed to be students of the University.
- 11.2 Provost: The University's chief academic officer. For the purpose of application of this Code this term shall be deemed to include the Acting Provost or his / her designate.
- 11.3 Dean / Director: The head of an AKU academic entity, for example, the Medical College, School of Nursing or Institute for Educational Development or the Institute for the Study of Muslim Civilisations. This term shall deem to include Acting Deans / Directors or their designate.
- 11.4 Academic Entity: Unless otherwise indicated, an academic entity shall include the Medical College, the School of Nursing, the Institute for Educational Development, the Institute for the Study of Muslim Civilisations or any other college, school, institute of the University.
- 11.5 Suspension: refers to the act of debarring a student completely or partially from the activities of the University for a specified period of time. Upon expiry of the period of suspension, the student will be readmitted, contingent upon the terms and conditions of the suspension without any obligation or liability whatsoever on the part of the University or any of its members of staff, faculty or officers.
- 11.6 Expulsion: refers to the termination of enrolment at the University.
- 11.7 Fine: shall refer to an order by the University for a student to pay a sum of money to the University as penalty for any offence committed by the student. The student may or may not be permitted to continue with the course of studies until the fine has been paid.

12.0 Student Handbooks

- 12.1 The Student Code of Conduct and Disciplinary Procedures should be included in academic unit-specific student handbooks for Pakistan and wherever else allowed by law.

Appendix B

Student Academic Integrity Policy

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Student Academic Integrity Policy
Policy Number	017
Approved by	Academic Council
Date of Original Approval	July 22, 2010
Date of Revision	NA
Contact Office	Registrar's Office

1.0 Overview

- 1.1 The main purpose of a university is to encourage and facilitate the pursuit of knowledge and scholarship. The attainment of this purpose requires the individual integrity of all members of the University community, including all undergraduate, graduate and postgraduate students.
- 1.2 The mission, vision, values, policies and practices of the Aga Khan University declare unequivocally that academic integrity is considered to be an integral component of professional and ethical behaviour.
- 1.3 It is the responsibility of all Aga Khan University students to ensure that all academic work (formative, summative, certifying, papers, theses, dissertations, professional examinations, midterms, finals, projects, group work assignment etc.) submitted as part of their course work and / or programme of study, in whole or in part, meets the University's test for academic integrity.

2.0 Students

- 2.1 *Definition:* for the purposes of this Policy, a student shall mean and include any individual admitted to and enrolled at the University for a course of studies leading to an undergraduate, graduate or postgraduate certificate, diploma or degree or any individual registered with any other university or institution who has been accepted for an approved programme of study or training at the University.
 - 2.1.1 For the purposes of the Student Academic Integrity Policy, Postgraduate Medical Education (PGME) Interns, Residents and Fellows shall be deemed to be students of the University.

- 2.2 Students are responsible for being aware of and demonstrating behaviour that is honest and ethical in their academic work, including but not limited to:
 - 2.2.1 Following faculty member's instructions related to referencing sources of information, the proper methods for collaborating on academic work and / or engaging in group work.
 - 2.2.2 Asking for clarification of the instructions where necessary.
 - 2.2.3 Ensuring that their academic work is not accessible to or being used by others. This includes protecting and / or denying access to computer files.
 - 2.2.4 Adhering to the principles of academic integrity when conducting and reporting research.
- 2.3 Graduate students are responsible for familiarizing themselves with the definitions of breaches of academic integrity in the University's research related policies (cf. Item 7.0, "Related University Documents").
- 2.4 Students are responsible for their behaviour and may face penalties under this Policy, if found to be guilty of academic misconduct.

3.0 Academic Dishonesty

It shall be deemed a breach of the University's Student Academic Integrity Policy to:

- 3.1 Collaborate improperly on academic work. (cf. Appendix A)
- 3.2 Submit the same or substantially the same academic work for two or more courses, without prior written approval of the member(s) of faculty.
- 3.3 Plagiarise (cf. Appendix A).
- 3.4 Cheat on examinations, including the use of unauthorized aids during the writing of the examination.
- 3.5 Submit false or altered documents.
- 3.6 Submit false information or false medical documentation to gain a postponement, advantage or leave from mandatory session(s).
- 3.7 Provide a false signature for attendance at any class or assessment procedure or on any document related to attendance or the submission of material where the signature is used as proof of authenticity or participation in the academic assessment.
- 3.8 Misrepresent academic credentials from other institutions or to submit false information for the purpose of gaining admission or credits.

- 3.9 Misrepresent registration / participation in a conference, seminar, symposium, etc.
- 3.10 Submit or present work as one's own that has been purchased or acquired from another source.
- 3.11 Receive and / or distribute test or course materials that are in the process of being prepared or have been stored.
- 3.12 Alter a grade or using altered course materials to have a course grade changed.
- 3.13 Steal, destroy or tamper with another student's work.
- 3.14 Forge, alter or fabricate Aga Khan University documents, including but not limited to transcripts, letters of reference or other official documents.
- 3.15 Impersonate another student either in person or electronically for the purpose of academic assessment.
- 3.16 Assist another student in the commission of academic misconduct.
- 3.17 A breach of the University's *Policy on Research Misconduct*. (cf. Appendix A)

4.0 Disciplinary Proceedings: Academic Dishonesty

- 4.1 Academic misconduct is a serious disciplinary matter and, in addition to and notwithstanding the regulations provided herein, students charged with academic misconduct will be subject to the definitions and disciplinary procedures of the University's *Student Code of Conduct and Disciplinary Procedures*.
- 4.2 Notwithstanding the University's *Student Code of Conduct and Disciplinary Procedures*, when a student is found to have breached the University's Student Academic Integrity Policy, items 3.1 – 3.2, the following penalties may be applied independently or in combination for any single violation.
 - 4.2.1 A letter reporting the academic dishonesty offence sent to the student and copied to the student's Dean / Director, the Registrar, the student's parents and / or a student's sponsoring agent.
 - 4.2.2 A reduction of the mark on the piece(s) of academic work.
 - 4.2.3 A mark of zero for the piece(s) of academic work.
 - 4.2.4 A reduction of the overall course grade.
 - 4.2.5 A failing mark for the course with a transcript notation.
 - 4.2.6 Cancellation of admission to the University and /or enrollment at the University.
 - 4.2.7 Suspension.

- 4.2.8 Expulsion.
 - 4.2.9 A recommendation to Academic Council, the Board of Trustees and the Chancellor to rescind the student's degree.
 - 4.2.10 Any other penalties as may be deemed appropriate for the circumstances.
- 4.3 Notwithstanding the University's *Student Code of Conduct and Disciplinary Procedures*, when a student is found to have breached the University's Student Academic Integrity Policy, items 3.3 – 3.17, the following penalties may be applied independently or in combination for any single violation.
- 4.3.1 Cancellation of admission to and / or enrollment at the University.
 - 4.3.2 Suspension.
 - 4.3.3 Expulsion.
 - 4.3.4 A recommendation to Academic Council, the Board of Trustees and the Chancellor to rescind the student's degree.
 - 4.3.5 Any other penalties as may be deemed appropriate for the circumstances.

5.0 Use of Plagiarism-Detection Software

5.1 Preamble

- 5.1.1 In an effort to ensure the highest academic standards, the University supports academic integrity through academic policies that define academic dishonesty.
- 5.1.2 The University and its faculty expect that all students will be evaluated and graded on their own individual work.
- 5.1.3 The University recognises that students often have to use the ideas of others as expressed in written, published or unpublished works in the preparation of essays, papers, reports, theses, dissertations and publications.
- 5.1.4 The University expects that both the data and ideas obtained from any and all published or unpublished material will be properly acknowledged and sources disclosed including proper citations when work is copied or paraphrased. (cf. Appendix A)
- 5.1.5 Failure to follow this practice constitutes plagiarism.
- 5.1.6 The University, through the availability of plagiarism-detection software (e.g., Turnitin.com, iThenticate, Plagiarism.org), desires to encourage responsible student behaviour, deter plagiarism, improve student learning and ensure greater accountability amongst students.
- 5.1.7 Plagiarism-detection software uses proprietary search technology to check assignments against Internet resources, proprietary databases and previously submitted student assignments.

5.2 Policy

- 5.2.1 The University's Policy on the Use of Plagiarism-Detection Software will be published in all undergraduate and graduate programme Student Handbooks (or equivalent).
- 5.2.2 Faculty who wish to use plagiarism-detection software in their course(s) must comply with the requirements set out in this Policy.
 - 5.2.2.1 "Use" is defined as member of faculty submitting students' assignments to plagiarism-detection software themselves and/or faculty members requiring students to submit their papers to plagiarism-detection software before papers are graded.
- 5.2.3 In the courses in which members of faculty intend to use plagiarism-detection software they must communicate this to the students in the course syllabus. The course syllabus should include:
 - 5.2.3.1 A notice that plagiarism-detection software will or may be used for all student papers in the course:

Sample Statement

In this course you will be required to submit some material in electronic form. When this is required, it will be noted. The electronic material will be submitted to _____, a plagiarism-detection service to which AKU subscribes. This is a service that checks textual material for originality. It is increasingly used in universities around the world. A page describing the plagiarism-detection software the University's reasons for using it are attached.

- 5.2.3.2 A notice to students that the work they submit to plagiarism-detection software will become part of the plagiarism-detection software database;
- 5.2.3.3 A statement that if the student objects to having his or her paper(s) submitted to the student papers database of plagiarism-detection software, that objection must be communicated in writing to the instructor at the beginning of the course. The paper(s) will then be run through plagiarism-detection software excluding the student papers database, thus omitting the depositing of the paper(s) into that database.
- 5.2.4 Students who are advised of the use of plagiarism-detection software in a particular course, as set out above, are deemed to agree, by taking the course, to submit their papers to plagiarism-detection software for "textual similarity review."
- 5.2.5 Students at all times retain the copyright in their work. Moreover, plagiarism-detection software protects students' privacy because it does not

make students' papers available to outside third parties. Students should be advised of this.

- 5.2.6 In the courses in which plagiarism-detection software will or may be used, students should be provided with instruction and/or resources about what plagiarism is and how to avoid it.
- 5.2.7 Where the results of a plagiarism-detection software originality report may be used to charge a student with academic misconduct, the student must be notified of the result of the report, and the student must be given an opportunity to respond before any disciplinary penalty is imposed. The date, time, and results of such a meeting should be documented. A hard copy of the original plagiarism-detection software originality report must be retained.

6.0 Office of the Registrar

- 6.1 The Office of the Registrar shall be responsible for developing policies and procedures to detect misrepresentation of credentials during the admissions process and to provide support in maintaining academic integrity during the writing of examinations.
- 6.2 The Office of the Registrar is responsible for the procurement of plagiarism detection software.
- 6.3 The University Registrar, or his representative, will act as the secretary to academic misconduct-related disciplinary proceedings.

7.0 Related University Documents

- 7.1 Student Code of Conduct and Disciplinary Procedures
- 7.2 University Policy on Research Misconduct
- 7.3 Guidelines for Authorship
- 7.4 Policy on Code of Good Research Practice and Access to Patient Data

APPENDIX A

1.0 Definitions

1.1 Plagiarism

Plagiarism is defined as the submission or presentation of another person's thoughts or words or software, in whole or in part, as though they were your own. Any quotation from the published or unpublished works of other persons must, therefore, be clearly identified as such by being placed inside quotation marks, and students should identify their sources as accurately and fully as possible.

1.1.1 What does this mean?

- When writing an assignment, you must use your own words and thoughts.
- When you use another person's exact phrasing, you must distinguish the text or material taken from that source from your own (i.e. through the use of quotation marks or an indentation).
- When you use another person's thoughts or ideas, though you may not be directly quoting them, you must both acknowledge that these are not your own and reference the original source (i.e. through a footnote or other appropriate form of reference).
- If you are paraphrasing what another person has stated, you must use completely different language, essentially re-writing it. Altering a sentence or paragraph slightly is neither appropriate nor adequate. And remember, paraphrases still require a reference notation.
- Each instructor has specific expectations for how students are to acknowledge sources in their courses. These are often explained in the course outline or in class. You are encouraged to ask questions if you do not understand what your instructor expects of you when it comes to acknowledging sources used in course work or assignments.
- The work you do for a course must be unique to that course. Submitting an assignment that has already been graded in another course constitutes plagiarism unless you have sought and obtained the permission of the instructor in whose course you are currently enrolled.
- If you are unsure whether or not to reference a source, err on the side of caution and do so anyway, as the sanctions for plagiarism may be quite severe.

1.1.2 Why is this important?

The main purpose of a university is the pursuit of knowledge and scholarship. This requires the integrity of all members of the University community. As a student at the Aga Khan University, you are expected to practice intellectual honesty and to fully acknowledge the work of others by providing appropriate references in your scholarly work. Scholars do not take credit that is not earned. Academic dishonesty is destructive to the values of the University, not to mention unfair to students who pursue their studies honestly.

1.2 Collaboration

Inappropriate collaboration occurs when students work together on an assignment that was intended as an individual assignment or when students work together in groups beyond the degree of permissible collaboration.

1.3 Research Misconduct

The University's *Policy on Research Misconduct* states that "Misconduct in research is defined to include any one or more of the following acts:"

- 1.3.1. Fabrication and / or falsification of research related data or in reporting research outcomes.
- 1.3.2 Plagiarism in all research related matters including publications, appropriation of another person's ideas, processes, results, outputs or words without giving appropriate credit.
- 1.3.3 Inappropriate use of others' intellectual property (without reference or acknowledgment).
- 1.3.4 Denial of individual rights such as authorship to collaborative partners in research publications.
- 1.3.5 Non-compliance with Institution's policies on 'conflict of interest', 'intellectual property rights' and 'authorship guidelines'.
- 1.3.6 Deliberate misuse of institutional or sponsor's funds for financial gains.
- 1.3.7 Wilful failure to honour an agreement or contract with the funding agency to perform certain tasks.
- 1.3.8 Publishing any data or results that are against the internationally accepted general principles of research and scholarly activities.
- 1.3.9 Deliberate destruction of one's own or others' research data or records or research related property.
- 1.3.10 Making use of any information in breach of any duty of confidentiality associated with the review of any manuscript or grant application.

2.0 Useful references

- 2.1 *Little Book of Plagiarism*. Leeds Metropolitan University
www.lmu.ac.uk/the_news/oct03/PlagiarismFinal.doc
- 2.2 Higher Education Commission, Pakistan
www.hec.gov.pk/InsideHEC/Divisions/QALI/QualityAssurance/QADivision/Pages/Plagiarism.aspx
- 2.3 McMaster University: Academic Integrity Video
www.mcmaster.ca/academicintegrity/video/video3.html

Appendix C

Confidentiality of Student Records

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Confidentiality of Student Records
Policy Number	013
Approved by	Academic Council
Date of Original Approval	May 22, 2009
Date of Revision	
Contact Office	Office of the Registrar

1.0 Access to Student Record

- 1.1 By applying for admission to Aga Khan University and by enrolling in a programme at the University, students accept the Office of the Registrar's right to collect pertinent personal information. The information is needed to establish a record of their performance in programmes and courses, provide the basis for awards and to assist the University in the academic and financial administration of its affairs. Students also agree that all documentation that they submit to the University in support of an application for admission, residence accommodation or financial assistance, or any petition or appeal, becomes the property of the University.
- 1.2 Aga Khan University is committed to taking every reasonable step to protect the confidentiality and privacy of the information contained in the records of students. Unless compelled to do so by law, or authorized by the student in writing, the Office of the Registrar will not normally disclose the confidential contents of student records to any party outside the University.
- 1.3 An electronic record of students' achievements at the University is preserved permanently, but all other documentation contained in students' files may be destroyed when no longer required.

2.0 Access to Confidential Student Records and Disclosure of Information

2.1 Public access

- 2.1.1 It is the Office of the Registrar's practice to make a minimum of information freely available to all inquirers. This information includes the student's active registration status, current field of studies and degree(s) that have been conferred by the University and the date(s) of conferral.

2.2 Student access

- 2.2.1 Students have the right to inspect all documents contained in their own record, with the exception of evaluations and letters of reference supplied to the University with the understanding that they be kept confidential.
- 2.2.2 Students have the right to request that erroneous information contained in their records be corrected and that recipients of any information found to be in error be advised of the correction.
- 2.2.3 Students wishing to inspect their record must make an appointment with the senior staff member in the Office of the Registrar on their campus.

2.3 Employee access

- 2.3.1 Employees of the Aga Khan University are permitted access to information contained in student records, if they need to know the information in order to perform their official duties. As a general rule, only employees involved in some aspect of academic administration or student affairs are given access to the contents of student records.

Appendix D

Dress Code

Summary of the Dress Code

1. Students are expected to be clean, maintain a high level of personal hygiene, well groomed and dressed in a manner appropriate to their responsibilities. Clothes should be changed daily and properly ironed. Students should not be ostentatiously dressed.
2. Visible Identification cards/badges should be worn at all times.
3. Students should dress in a professional manner when in patient/teaching environments and not wear clothes that are culturally inappropriate or that attract undue attention and focus.
4. Hair should be clean, neatly trimmed and contained in a manner that it does not come into contact with patients./children
5. Any clothes, uniforms that become contaminated should be changed as soon as possible.
6. All beards and moustaches should be trimmed and neat.
7. Fingernails should be kept short, well cared for and clean.
8. Perfumes and fragrances should be kept to a minimum.
9. Pierced jewelry in the ears and nose will be allowed for females only. Pierced jewelry at any other part of the body is not allowed. No visible tattoos, body piercing is allowed.
10. Shoes should be clean and in good repair. Slippers cannot be worn.
11. After working hours, hostel students may wear more relaxed attire when in hostel, sports center or in non-hospital locations. Nevertheless the clothes should not be body revealing and conform to the local norms.

General Recommendations:

Students are expected to follow the dress code (given in Appendix D).

Please note that

- Students who fail to comply will be warned and counseled to change their behavior
- Students in clinical areas will be asked to leave the clinical setting and return appropriately dressed.
- Repeated violations could lead to students be marked as having an unprofessional behaviour in the clinical area (satisfactory professional conduct is requirement to pass the clinical rotation)
- Repeat violation in all areas could lead to a disciplinary committee hearing which will make recommendations for further action to the Dean.

Specific Recommendations:

Male students (medical) in non-clinical environment

All general recommendations apply;

- Pants or jeans may be worn.
- Collared tee shirts may be worn.
- Shalwar Kameez may be worn with either shoes or sandal with back strap.
- Shorts, sweat pants, slippers are not allowed.
- Clothing which is torn, faded, stained will not be allowed.
- White coats should be worn in all appropriate settings.

Male students (medical) in clinical environment/setting

All general recommendations apply;

- Dress pants, dress shirts and formal dress shoes should be worn.
- Wearing of tie is encouraged.
- Shalwar Kameez/pyjama kurta may be worn with either shoes or sandal with back strap.
- White coat should be worn in all appropriate settings. Exceptions may be in Paediatrics, Psychiatry, CHS and Family Medicine clinics if deemed not required/suitable by the individual entity.
- Jeans, cargo pants, tee-shirts and sandals are not allowed.
- Scrubs may be worn in appropriate hospital areas or when on call at night but outside the Operating Room setting if scrubs worn for short periods, should be covered by clean white coat or gown. Operating Room attire is not to be worn outside patient care arena. Scrubs are not to be worn in cafeteria, tuck shop, students' lounges, meeting rooms, lecture halls, outpatient clinics.

Female students (medical) in non clinical environment/setting

All general recommendations apply;

- Modestly attired, culturally sensitive, non-attention seeking clothes to be worn.
- Shalwar Kameez is encouraged.
- Jeans may be worn but shorts, tank tops are not allowed.
- Low cut or tight revealing tops or blouses are not allowed.
- Noiseless shoes should be worn.
- White coats should be worn in all appropriate settings.

Female students (medical) in clinical environment/setting.

All general recommendations apply.

- Shalwar Kameez is encouraged.
- Dress pants with modest kurtis or dress shirts are acceptable.
- Jeans and tee shirts are not allowed in clinical settings.
- White coats should be worn as stated in the above recommendation.
- Tight, revealing clothes are not allowed.
- Accessories which interfere with patient care, are prominent or distracting are not allowed.
- Shoes should not have high heels and should be noiseless when walking.
- Hair covering according to students religious beliefs is allowed.
- Face covering is discouraged, although not banned, whenever possible to facilitate effective communication between student and patients, doctors and should not hinder effective patient care.

Appendix E

Student Anti-Harassment Policy

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Student Anti-Harassment Policy
Policy Number	028
Approved by	Academic Council
Date of Original Approval	May 28, 2014
Date of Revisions	NA
Contact	Office of the Registrar

1.0 Preface

1.1 The Aga Khan University is committed to providing its students with an environment that is free from all forms of harassment, intimidation, bullying, ragging / hazing, discrimination or exploitation. Each student enrolled at the University is responsible for fostering mutual respect and dignity, for being familiar with this policy and for refraining from conduct that violates this policy.

2.0 Purpose

2.1 To educate students in the recognition and prevention of harassment and to provide effective means of eliminating harassment from the learning environment.

3.0 Scope

3.1 This policy is applicable to all AKU students enrolled in an undergraduate or graduate certificate, diploma or degree programme, including interns, residents and fellows of the Postgraduate Medical Education (PGME programme), any visiting students and anyone participating in a University academic activity.

3.2 A parallel document, the Aga Khan University Human Resources “Harassment Policy”, covers faculty and staff.

4.0 Definitions

4.1 No policy document can give a full description and definition of behaviours that fall within the meaning of harassment. This set of definitions is meant to serve

as a guide for acts that will be considered as contravening the spirit and intent of the University's *Guiding Principles*.

4.2 Harassment

- 4.2.1 Any unwelcomed conduct, verbal or physical, towards a student because of his / her age, marital status, national / ethnic origin, colour, religion, disability, gender identity; when such conduct creates an intimidating, hostile or offensive learning environment that causes a student's performance to suffer. Targeting student(s) because of being physically or mentally challenged shall also constitute an act of harassment.
- 4.2.2 Ridicule, derogatory comments, jokes and insults.
- 4.2.3 Unwarranted behaviour that is shown towards a student that has the impact of making that student feel that her / his respect and dignity has been violated.
- 4.2.4 Display or circulation of materials and / or pictures, physically or electronically (e.g., via email, SMS, social media, etc.) which are degrading, sexually promiscuous and intimidating.
- 4.2.5 Shouting at a student, using insulting and abusive language, humiliating or publicly condemning / criticising her / his competence.

4.3 Sexual Harassment

- 4.3.1 Sexual harassment refers to conduct of sexual nature that is unwanted and unwelcome. Sexual harassment includes inappropriate gazing at a person's body, touching, patting or pinching or any other unsolicited physical contact.
- 4.3.2 Verbal conduct of a sexual nature may include unwelcome verbal advances, sexually oriented comments about physical appearance, requests for sexual favours and continued suggestions for private social activity after it has been made clear that such requests and suggestions are unwelcome. Offensive verbal conduct could also include jokes of a sexual nature, offensive flirtation or lewd remarks of a sexual nature, such as expressions of sexual interest that are addressed directly to the student.
- 4.3.3 Non-verbal conduct of a sexual nature may include the display of sexually suggestive pictures, objects or written material, or sexually suggestive gestures. Verbal or non-verbal conduct that creates a sexually offensive learning environment also constitutes sexual harassment.
- 4.3.4 Demanding sexual favours or sexually directed remarks / behaviour constitutes sexual harassment when submission to or rejection of such conduct is made, explicitly or implicitly, a basis for an academic decision.

4.4 Bullying / Ragging / Hazing

- 4.4.1 Bullying means offensive, abusive, intimidating or insulting behaviour, abuse of power and/or unfair punitive sanctions which makes the student feel upset, threatened, humiliated and / or vulnerable, which undermines the

student's self-confidence and/or reduces the student's feelings of self-esteem and self-worth, and which may cause the student to suffer stress.

4.4.2 Ragging and / or hazing means the practice of using rituals and any other acts, conduct or practices by which the dominant power of senior students, former students or alumni, is brought to bear on students who are in any way considered junior by other students. Ragging and / or hazing includes individual or collective acts or practices which include, but are not limited to:

- Involvement in physical or psychological assault or threat or use of force or wrongful confinement or restraint;
- Violating the status, dignity and honour of such students;
- Exposing students to ridicule and contempt and affect their self-esteem;
- Verbal abuse and aggression, indecent gestures and obscene behaviour.

4.5 Cyber-bullying

4.5.1 Cyber-stalking: is the use of the Internet and mobile technology such as email, SMS, social media or other electronic communications, to stalk and generally refers to a pattern of threatening or malicious behaviours, including communicating a credible threat of harm.

4.5.2 Cyber-harassment: usually pertains to unconsented conduct such as threatening or harassing email messages, instant messages, or to social media and blog entries or websites dedicated solely to tormenting an individual. Cyber-harassment differs from cyber-stalking in that it is generally defined as not involving a credible threat.

5.0 Reporting

5.1 The University guarantees that all complaints that are reported will be taken seriously, will be investigated expeditiously and that all parties will be treated with respect.

5.2 AKU encourages the reporting of all incidents of harassment, regardless of who the alleged offender may be. Students, who either believe that they have become the victim of harassment or have witnessed harassment, should immediately discuss their concerns with the Dean / Director of their academic entity, director / coordinator / academic head of their programme, Associate Dean, PGME, a member of the Campus and Student Life office or the Associate Vice-Provost (Student Experience).

6.0 Procedures

6.1 Informal Resolution Procedure

6.1.1 Informal resolution is aimed at bringing together the parties to discuss and resolve the complaint. A student who believes that s / he has been harassed may choose to discuss the matter with the person who has engaged in the behaviour and / or request that a member of his / her academic entity act as a liaison for an informal discussion with the involved student or member of faculty so as to resolve the matter.

6.2 Formal Resolution Procedures

Where a student does not wish to pursue the informal resolution procedure or where the informal resolution procedure is unsuccessful, the formal resolution procedures should be undertaken.

6.2.1 Members of the University community (students, faculty, staff, alumni) who receive complaints of harassment will immediately contact the Associate Vice-Provost (Student Experience) for assistance in pursuing the matter.

6.2.2 If a member of faculty or staff receives repeated allegations of offenses against the same individual, but each student making the allegation is unwilling to file a written complaint or appear as a complainant, that member of the University community shall inform the Associate Vice-Provost (Student Experience) about the same.

6.2.3 The Student Anti-Harassment Policy Review and Investigation procedures shall be used in cases where a student charges another student with harassment or where a student charges a member of faculty with harassment.

6.2.4 The Human Resources "Harassment Policy" shall be used in cases where a student charges a member of staff with harassment.

6.2.5 The Dean / Director of the student's academic entity, in coordination with director / coordinator / academic head of the student's programme, the Associate Dean, PGME, or, in the case where a staff member is involved, a Human Resources senior manager, shall attempt to make temporary arrangements so that the accused and the complainant do not have to interact during the investigation period.

6.2.6 Retaliation from either party shall be strictly monitored. During the process of the investigation, class and clinic schedules shall be strictly monitored. Any occurrence of retaliation by the accused shall result in suspension from the University.

6.2.7 As harassment usually occurs when individuals are alone, it is often difficult to produce evidence. It is strongly recommended that members of the

University community report any offensive behaviour immediately to someone they trust, or seek guidance / help.

7.0 Reviews and Investigation

- 7.1 The procedures noted in this section of the Policy deal with formal inquiries where the harassment has taken place between students or where the harassment has taken place between a student and a member of faculty.
- 7.2 All matters related to the review and investigation of any charge of harassment will be undertaken in the strictest confidence.
- 7.3 Reports / complaints of harassment from students must be made in writing and signed by the person preparing the complaint within 10 working days of the incident. It should include a factual description of the incident, including quotations of any offending language used. The complaint should then be submitted to the Associate Vice-Provost (Student Experience) or her / his representative.
- 7.4 The Associate Vice-Provost (Student Experience), in coordination with the respective academic entity head, will review the information provided by the student.
- 7.5 Once it has been determined that all of the relevant information has been provided, the Associate Vice-Provost (Student Experience) will convene an Investigating Committee to consider the case.
- 7.6 The Investigating Committee will be comprised of:
- The Associate Vice-Provost (Student Experience) – as Chair of the Committee
 - Two members of faculty appointed by the Associate Vice-Provost (Student Experience).
 - Two students recommended by the Manager, Campus and Student Life
- 7.7 In cases where the student is charging another student with harassment, the student members of the Committee must be selected from another academic entity. In cases where the student is charging a member of faculty, the faculty members of the Committee must be selected from another academic entity.
- 7.8 Wherever possible, within five working days, from the day the charge is communicated, the respondent shall be requested to appear before the Committee for an interview, or submit a written defence. On her / his failure to appear before the Committee or to submit a written defence, without a reasonable cause, the Committee shall proceed ex-parte.

- 7.9 The Investigating Committee may request the attendance of appropriate individuals to appear before the Committee in order to provide information pertinent to the case.
- 7.10 Both parties, the complainant and the individual who has been charged with harassment, shall have the right to be accompanied by a colleague / friend from within the institution.
- 7.11 The Investigating Committee shall give its findings and recommendations in writing with appropriate reasons within 10 working days of the initiation of inquiry.
- 7.12 In cases where a student has been found guilty of harassment, the regulations noted in the University's *Student Code of Conduct and Disciplinary Procedures* shall provide the penalty (penalties) that may be assessed and the manner by which appeals are heard.
- 7.13 In cases where a member of faculty has been found guilty of harassment, the Investigating Committee shall inform and provide its recommendation to the faculty member's Dean / Director and the Vice President, Human Resources. The Dean / Director will consult with the Vice-President Human Resources or her / his representative regarding sanctions that may be imposed.

8.0 Compliance and Access to the Policy

- 8.1 The Associate Vice-Provost (Student Experience), in cooperation and coordination with the University's academic entity heads, shall be responsible for wide dissemination of this Policy.
- 8.2 The Student Anti-Harassment Policy will be available on the Office of the Registrar website, www.aku.edu/registrar.

Appendix F

Student with Outstanding Accounts with the University

Student with Outstanding Accounts with the University

1.0 Introduction

- 1.1 This policy is applicable to all University students with the exception of those students sponsored by an AKU-approved Memorandum of Understanding / Agreement.

2.0 Students with Outstanding Accounts

- 2.1 A student with an outstanding account with the University:

2.1.1 Will be permitted to continue studies and to write his / her final examinations.

2.1.2 Will not receive his / her examination results.

2.1.2.1 Where applicable and directed to do so by the head of a student's programme of study, the Office of the Registrar may issue appropriate letters of academic warning / dismissal.

2.1.3 Who has met all certificate / diploma / degree requirements and has been approved by Academic Council for the awarding of the credential / graduation, will have his / her academic record indicate that s / he has successfully completed programme requirements.

2.1.4 Will not be given his / her certificate / diploma / degree parchment, transcript, grade report or any other "University-owned" documentation (for example, the student's original admissions certificates).

3.0 Release of Documents

- 3.1 The Office of the Registrar will release certificate / diploma / degree parchments, transcript, grade reports, or any other documentation only upon receipt of written correspondence from the Finance Office stating that all fees have been paid or satisfactory arrangements have been made.

Updated and Approved: Director General and Chief Financial Officer, February 2013

Appendix G

Names on Degree, Diploma and Certificates Policy

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Names on Degrees, Diploma and Certificates Policy
Policy Number	027
Approved by	University Registrar
Date of Original Approval	April 28, 2014
Date of Revisions	NA
Contact	University Registrar

1.0 General

- 1.1 The Office of the Registrar maintains the official University name for all students.
- 1.2 The name that appears on the degree, diploma or certificate will normally be in the same format as it is stored in the Registrar's Office records (generally, first name, middle name, last name).
- 1.3 Students are responsible for verifying that their name is correct on Registrar's Office records and, where applicable, to provide any changes required, including hyphens, spaces, lower/upper case letters, accents, etc. (Cf., Registrar's Office *Name Change Form*)
- 1.4 Unless a degree, diploma or certificate is lost or damaged, it is University policy to produce only one degree, diploma or certificate. (Cf., *Degree, Diploma and Certificate Parchment Replacement Policy*)

2.0 Pakistan

- 2.1 The Higher Education Commission, Pakistan (HEC) attests the degrees awarded by recognised universities in Pakistan.
- 2.2 In order for degrees to be attested by HEC, universities are required to produce degree, diplomas and certificates in a standard manner.
- 2.3 The Office of the Registrar will produce the degrees, diplomas and certificates of Pakistani students in the following manner:

- 2.3.1 The name of the student must be the same as is listed on the student's matriculation, intermediate, bachelor's and master's degrees and Computerized National Identity Card / Passport.
- 2.3.2 For students with single names, the degree, diploma and certificate will list the students name and, on the same line, the applicable notation "s/o" (son of) or "d/o" (daughter of) and the student's father's name.

THE AGA KHAN UNIVERSITY

**Student Health Service Plan
2016 - 2017**

**Applicable for full time students enrolled in
AKU- Karachi, Pakistan**

1.0 Introduction

This Student Health Services Plan is applicable for full time students enrolled in programs in the Aga Khan University (“AKU”), Pakistan only.

The Student Health Services Plan at AKU provides medical cover for day-to-day problems to the students of AKU and enables access to medical aid in emergencies during their educational period at AKU. For this purpose a team of health care personnel is in place, which includes two part-time Student Health Physicians, two part time Student Health Nurses and a Student Health Coordinator. This team is guided by the Student Health Committee, which reviews the services provided and attends to issues related to the student health services.

2.0 The intent of this Plan is to maintain general wellbeing of students during their stay at AKU.

3.0 The Student Health Committee comprises the following members:

- I. Chairman;
- II. Members of the student health team;
- III. Faculty representative from AKU-School of Nursing and Midwifery [SONAM], Medical College [MC], IED as required
- IV. Manager, Student Experience Network
- V. Head Nurse Community Health Center (CHC)
- VI. Student representatives from:
 - i. BScN Programme
 - ii. MBBS Programme
 - iii. Graduate Programmes: MC and SONAM
 - iv. Institute for Educational Development
- VII. Representative from University Finance, if required

4.0 Definition of a Student for the purposes of the Student Health Services Plan

Any person enrolled in full-time study at Aga Khan University.

5.0 Student Health Plan

Student Health Plan 2017 will supersede all the previous student health plans and is applicable to all the on board students.

The Student Health Plan has been envisaged as a no profit, no-loss plan. While students contribute towards the expenses of the plan, this service to a great extent is subsidized by AKU. Every student is required to pay the mandatory subscription fee. The subscription fee covers the components of services as described in this plan only.

Through the Student Health Plan, students are provided health care services for

problems, which may develop during the students stay at AKU. This does not cover health services for pre-existing conditions. Students traveling on behalf of AKU will also be covered through the plan to the extent as provided under this Student Health Plan.

Students leaving Karachi on their own will for any reason including other education or vacations will not be covered through this plan.

6.0 Coverage Extended By Student Health Services Plan

The Student Health Services Plan provides cover to **full-time students only**. The Plan does not cover students on Electives, students on part-time programmes and students on study leave from Aga Khan University Hospital.

The following aspects are covered through the Student Health Plan:

- (a) Out-patient management of the day-to-day problems.
- (b) Emergency care.
- (c) Psychological counseling.
- (d) In-patients care on a sharing basis. Further details on In-Patient care are available in under section 9 below.

All out-patient diagnostic tests and procedures which cost over Rs. 5,000 will be treated as inpatient, i.e. 85% of the cost will be borne by AKU and 15% will be charged to students. All students can avail this benefit. (Limits will apply: Expenses pertaining to dental procedures, cosmetic treatment/s and executive medical checkups will **not** be admissible under this category).

NOTABLE EXCEPTIONS

Following facilities will not be covered by the Student Health Services Plan:

1. Pre entrance Physical examination;
2. Immunizations;
3. Sub-specialty care not available at Aga Khan University Hospital (“AKUH”);
4. Chronic dialysis;
5. Dental care; Dental care is not covered by student health, including dental referrals, investigations, procedures and surgeries. Treatment will be provided at Student Health clinic only for acute dental conditions e.g. infection or pain. Dental extraction and other procedure including procedure under general anesthesia will not be covered
6. Cosmetic surgery;
7. Chronic Rehabilitation and prosthesis care;
8. Trivial conditions e.g. eye bags, dandruff etc.
9. Oncological care;
10. Chronic psychiatric care, extending to more than two years;
11. Pregnancy;
12. Pre-existing conditions as identified during the physical examination or during the course of study at AKU;

13. Acne, hirsutism, pigmentation, alopecia;
14. Routine screening tests e.g. Lipid profile, Pap smear, Mammogram etc.
15. Routine Eye examination, Lasik and 360° laser surgery (unless it is urgent i.e. indicated within 24 hours)
16. Others as identified during the course of the year.
17. No facilities of investigations and immunizations are given to those going for elective.

7.0 Pre entrance Physical Examination

The objective of physical examination include:

- i. To detect and advise treatment for infectious diseases.
- ii. To assess fitness for coping with the rigors of the programme being enrolled for.
- iii. Identify, diagnose, and advise treatment for preexisting conditions e.g. Bronchial Asthma, Chronic Suppurative Otitis Media etc.
- iv. To ensure immunization as relevant to programme being enrolled in.

Scope:

It must be noted that the pre entrance physical examination is not a complete medical examination. It thus remains the responsibility of the student to provide accurate medical history and correct information with regard to current health status and past illnesses.

There might be medical or psychiatric conditions which cannot be detected on single visit. The student health committee reserves the right to review the case when such conditions are manifested.

Physical examination is charged for separately.

Problems/diseases detected requiring investigations/treatments are “pre-existing” conditions and are NOT covered by the Student Health Plan. Students will be required to cover the cost of these investigations themselves.

The pre admission physical checkup will include:

1. Medical History as revealed by the student and Physical examination by a physician
2. Routine eye examination and refraction for fitting eye glasses by an ophthalmologist and following Investigations:
 - ☐ Hemoglobin, Hematocrit;
 - ☐ Urine DR + urine opiates;
 - ☐ Chicken pox antibodies; hepatitis B surface antibody
 - ☐ Fasting blood sugar for students above the age of 30 years and
 - ☐ CXR.

In case a student is found unfit for any reason in any programme, the case will be referred to the Dean who will constitute a medical board to review the case; the decision of the board will be final.

It is mandatory for all AKU students to undergo a physical examination by the Aga Khan University Hospital personnel upon admission. A physical examination certificate is required for 'formal' enrollment into the University.

Unless the physical examination is completed to the satisfaction of the Student Health Physician, the student will not be entitled to services through the Student Health Services Plan.

8.0 Immunization

In the interest of student's safety and health, all students involved with direct patient care are required to get themselves immunized.

Immunization policies are subject to change from time to time.

Pre entrance physical examination package **will not** include charges for immunization. Immunizations will be charged separately.

In cases where immunizations are carried out elsewhere, students must produce a valid, certificate which is acceptable to the Student Health Physician.

Immunization requirements for students in the undergraduate Nursing and Medical College and PhD programmes include:

- ☒ Tetanus / Diphtheria

- ☒ OPV

- ☒ Hepatitis B

- ☒ Varicella (Chicken Pox)

- ☒ MMR

- ☒ Influenza vaccine

- ☒ Tetanus/Diphtheria and OPV vaccinations will be considered complete if student produces a valid certificate acceptable to the student health physician.

- ☒ The students will be required to receive Hepatitis B and varicella vaccine if the antibodies tests are negative.

- ☒ All nursing, medical and PhD students will be required to receive MMR vaccination at the time of admission regardless of previous history of vaccination, unless contraindicated.

- ☒ These students will also be encouraged to receive influenza vaccine at the time of admission and then annually.

Students at the Institute for Educational Development, and those attending graduate programmes in the medical college: Master in Health Policy and Management, and Master in Epidemiology and Biostatistics will be encouraged to take Hepatitis B vaccine. Tetanus booster will be given where appropriate.

Students in the undergraduate Nursing and Medical College programmes who default

on the immunization plan **will not be allowed to attend classes and clinicals.**

9.0 **In-Patient Care**

Students who require hospitalization will be entitled to admission in the general ward for a period of up to one month per year or Rs.200, 000 whichever target is reached first.

Expense of this service will be shared: 85% of the cost will be borne by the Student Health Services; students will pay 15% of the admission bill.

In cases where a student is desirous of a semi-private or a private room, the balance of the entitlement will be paid by the student.

10.0 **Emergency Care**

All students will be entitled to assistance for medical emergencies, as per the procedures of the Emergency Room.

In case of an emergency the Student Health Services Plan will cover the following:

- ☐ charges arising from pre-existing conditions;
- ☐ psychiatric care;
- ☐ Emergency situation overnight and on holidays.

Students will be required to contact Student Health Physician on the next working day for further advice.

11.0 **Ambulatory Care**

Community Health Centre (CHC)

All students are entitled to outpatient care at the Community Health Centre. **Timings:** The CHC remains open Monday to Saturday from 8:30 AM until 7:00 PM.

Reserved timings for students (by appointment):

Monday to Friday: 10 AM- 11 AM and 4:00 PM- 5:00 PM

Saturday: 10: 00 AM- 2: 00 PM

Please note: Routine, pending and booster dose of immunizations are carried out on Thursday only.

Procedure to be followed at the CHC:

- ☐ All students are required to bring their addressograph card in order to access this service;
- ☐ If possible, make an appointment before-hand; this will save time;
- ☐ Register at the registration counter and wait for their turn to see the physician;

- ☐ All labs, pharmacy, radiology and referral slips must be countersigned by the Student Health Nurse in order to avail the services;
- ☐ Attending physicians will try to prescribe medications available at AKUH. However, the cost for medications that may need to be purchased from outside can be reimbursed from the Student Health Fund.

12.1 Consulting Clinics

Out-patient care at consulting clinic will be provided strictly on referral basis.

Referrals will only be covered by the Student Health Services if the student has obtained the referral slip from the student health physician/nurse in advance. Follow up referrals for a medical condition will be given for 3 months, after which the student will be reassessed by the student health physician.

Students are strongly advised not to seek self-referrals. Not only would this require self-payment, but the Student Health Services would not be able to monitor your health status in case there are problems that need constant care.

13.0 Policy for Sick Leave

No sick leave will be given in retrospect. Student Health Physician will give students leave for only two days. In case sick leave for more than two days is required, student will be reevaluated by the student health physician after two days.

Sick leave certificate issued from other than student health doctor will be accepted for **one day only** and further days off for sickness will be issued by the student health doctor after re-assessment.

No sick leaves will be granted or verified in absence of student AKU ID card.

A student sick leave card will be issued to every student to keep a log of all their sick leaves (AKU & outside). No sick leaves will be granted or verified if a student fails to bring his/her card at the time of consultation. **Every sick leave has to be countersigned by the student health nurse.** If a student is observed to avail sick leave on regular basis with or without any genuine reason, the case will be reported to the Registrar's Office. It is the Registrar's Office policy to communicate the same to the students' parents.

It remains the student's responsibility to inform their program coordinators and Office of the Registrar in a timely manner about their sick leave.

Students requiring consultation after CHC timings should obtain a sick leave certificate from Emergency Room, AKU family medicine off campus clinics or from their local general practitioner. It should be validated by the Student Health Physician/ Nurse within next 48 hours of their illness. **No certificate will be validated after this prescribed time limit.**

All outside sick leaves will need student health physician's signature and student health stamp within 48 hours for validation.

To verify an 'out of AKU' medical certificate, students are required to first register themselves with the student health physician on duty for an assessment.

Outside medical certificates will be countersigned only between 12.30-1.00 pm and 4-5.00 pm only.

Please Note: Outside medical certificates raised by parents and sibling of the student will not be accepted.

Medical leaves granted by a consultants at AKU will only be accepted if the referred by to the consultant was made by the student health physician.

In case a student is identified to avail sick leaves above the maximum limit in absence of a genuine medical reason as mentioned above, the case will be discussed in student health committee meeting and can be forwarded to E&P (Examination and promotion committee).

Medical leaves will only be granted if there are objective signs to confirm the symptoms.

No sick leaves will be granted if a student misses an exam or a mandatory session unless deemed, genuine and essential by the student health physician.

The student health physician reserves the right to communicate to the student's parents/guardians, the diagnoses, either medical or psychiatric, or emergent, as they may deem necessary, without any reference to the student in question.

14.0 Medication Policy

Medication will be provided on prescription by the Student Health Physician or consultant if referred by Student Health Physician/Nurse. No prescriptions will be given without students' registration and evaluation by student health physician. All prescriptions must be countersigned by Student Health Physician/Nurse.

Any prescription made out for medication for more than one month will require a counter signature by Student Health Physician/ Student Health Nurse every month.

15.0 Ethical Practice

Cases of students found involved in malpractice (as defined by AKU) will be forwarded to the relevant disciplinary committee.

AKU reserves the right to withdraw Student Health Service from students who may have given incorrect history at the time of admission.

THE AGA KHAN UNIVERSITY

Faculty of Health Sciences
Medical College

**Examination and Promotion Policies
M.B;B.S programme**

1.0

Introduction

The Medical College offers a five-year integrated spiral undergraduate medical education (UGME) programme leading to the degree of Bachelor of Medicine, Bachelor of Surgery (M.B.,B.S.). The programme is designed to equip students with the knowledge, skills, values and behaviour necessary to understand and influence the health of individuals and communities.

AKU attaches great emphasis to professional, personal and intellectual development of students, so that AKU medical graduates become contributory members and leaders of society.

Goals of the MBBS Programme:

The undergraduate educational objectives are designed to provide a framework of knowledge and experience that would enable a learner to understand concepts of biological and social sciences, and acquire technical skills and professional attributes that are necessary for:

1. Addressing problems of primary health care, including promotion of health, prevention of disease and community-based maternal and child care;
2. Competence in primary clinical care in a community, including care of individuals and families; and clinical care for patients who require the support of a hospital;
3. Gathering, understanding and evaluating new knowledge and applying that knowledge to problems of health and disease encountered in the future;
4. Commencing a programme of specific career training in:
 - basic science research and teaching
 - community health services
 - health services administration
 - general clinical practice in a community
 - any postgraduate clinical specialty

Professional Attributes for AKU Medical Graduates

At the end of the five-year curriculum, medical graduates should

1. be problem solvers, dealing effectively with unfamiliar problems; and
 - be continuous learners,
 - direct their own learning and evaluate this activity;
 - reason critically and make justifiable decisions;
 - practice evidence-based-medicine

2. work effectively with colleagues and health care teams; and
 - be able to assess themselves critically (for strengths and limitations); and others in order to manage self and others;
3. initiate, participate in and adapt to change, using scientific evidence and approaches;
4. demonstrate scientific curiosity, and a positive attitude towards research;
5. provide compassionate and concerned care, as the patients' advocate; and
 - demonstrate honesty and empathy with patients and their families;
 - provide or arrange for the best possible care;
 - communicate effectively;
 - be ethically and culturally sensitive;
6. recognize their duty towards their own families and regulate their professional activities appropriately;
7. provide leadership in issues concerning society.
8. maintain personal and professional integrity and credibility.

To achieve the Medical College curricular goals, students have opportunities to work in clinical settings at the Aga Khan University Hospital (AKUH), as well as in national and community oriented health services operating in urban and rural populations. The undergraduate medical curriculum uses multiple modes of learning, with emphasis on Problem Based Learning (PBL) and early clinical contact, with a gradual shift in focus from PBL to problem-solving using best current evidence. Opportunities for broader intellectual development are increased through electives in a wide variety of subjects throughout the curriculum which includes a mandatory Electives, Humanities and Social Sciences.

Curriculum structure and general assessment principles are summarized in SECTION 1 of this document whereas SECTION 2 describes the policies for assessment and promotion during the five year course of study.

SECTION 1

CURRICULUM STRUCTURE AND GENERAL ASSESSMENT PRINCIPLES

2.0 Undergraduate Medical Education (UGME) M.B.,B.S. Curriculum

Students are required to complete all curricular requirements of the M.B.,B.S. programme as planned by the University. The University will not transfer credits for any courses taken in another University to replace grades/marks for any course/rotation in the M.B.,B.S. programme.

Curriculum Structure

- a) The curriculum in Years 1 and 2 is modular and integrated; it uses problem-based learning as one of the major learning strategies, while the curriculum in Years 3 to 5 is clerkship based and uses experiential clinical problem-solving as the major learning strategy. Years 1 and 2 are described together while Years 3, 4 and 5 are described individually. In Years 3 to 5, students are attached to different clinical services and learn by being part of the health care team, with increasing patient responsibility over time. Basic Sciences (Anatomy, Biochemistry, and Physiology, basic concepts of General Pathology, Pharmacology and Microbiology) are learned during the first two years. In addition, Basic Science concepts, especially Pathology and Therapeutics are regularly revisited and assessed during years 3, 4, and 5. Community Health Sciences (CHS) run through years 1 and 2.
- b) Longitudinal Themes including Communication and Clinical skills, Ethics, Evidence Based Medicine (EBM), Preventive Medicine, Behavioral Sciences, Social Aspects of Medicine addressing gender and cultural biases run throughout the five-year curriculum (refer to 6.3d).
- c) Humanities and Social Sciences (HASS), comprised of required and elective courses, is placed in Year 1.

2.1 Years 1 and 2

- a) The modules in the first two years range from three to eight weeks in duration depending upon the number and complexity of the basic medical sciences (Anatomy, Biochemistry, Pharmacology, Physiology, Pathology and Microbiology) objectives to be achieved in that module.
- b) Community Health Sciences are also taught in Years 1 and 2. Students are introduced to determinants of health and disease in the population and concepts of epidemiology, biostatistics, health systems, primary health care and environmental and occupational health.
- c) Longitudinal themes are an integral part of both years.
- d) In addition, Humanities and Social Sciences courses are offered in Year 1 and an Introduction to Research course in Year 2.

2.2 Year 3

Year 3 consists of clerkships and a course in Forensic Medicine and Toxicology.

- a) Students in groups rotate through the following clerkships as members of the respective health care teams:

Internal Medicine (including Infectious

Diseases & Clinical Microbiology)	6 weeks
Radiology	2 weeks
Otolaryngology	4 weeks
Ophthalmology	4 weeks
General Surgery	4 weeks
Orthopedics	4 weeks
Family Medicine	8 weeks
Selectives	4 weeks
MNCH	4 weeks

- b) The students learn by active participation in patient care, small group teaching methodology including Problem Solving Integrated Learning sessions (PSIL)³, and tutorials. Additional learning strategies include presentations, teaching rounds and others.
- c) The course in Forensic Medicine and Toxicology runs through the year. It deals with clinical manifestations and pathology of injury, unnatural death and legal aspects of medical practice. Instructions are through lectures at AKU and attendance at other selected hospitals, for medicolegal cases and postmortems.
- d) Longitudinal themes are an integral part of the year.

2.3 Year 4

Year 4 consists of clerkships and CHS for mandatory research course.

- a) Students rotate in groups through the following clerkships as health care team members and CHS for research course:

Obstetrics and Gynaecology	8 weeks
Paediatrics	8 weeks
Dermatology	2 weeks
Anesthesia	2 weeks
Medicine (Pulmonology and Endocrinology)	4 weeks
Psychiatry	4 weeks
Community Health Sciences (Research)	8 weeks
Electives in Pakistan	4 weeks

- b) Longitudinal themes are an integral part of the year.

2.4 Year 5

Year 5 consists of clerkships and electives.

- a) Students have increased patient care responsibilities under close supervision of residents and faculty, to acquire competence and confidence in managing clinical problems. Students rotate through the following clinical services as health care team members:

³ Contextually relevant PSIL sessions are held in years 3 and 4 in all clinical clerkships.

Medicine	11 weeks
Surgery	11 weeks
Family Medicine and Emergency Medicine	11 weeks
Electives	8 weeks
Ambulatory care rotation	3 weeks

b) Longitudinal themes are an integral part of the year.

3.0 Principles of Assessment, Procedures & Attendance

3.1 Principles of Assessment

- a) The term “Assessment” refers to assessment of student achievement. It is used constructively as a tool for improvement in learning, as well as for promotion and certification.
- b) Assessment focuses on understanding of concepts (rather than memorization of facts), application of knowledge, competence in specific practical and clinical skills, and appropriate professional behaviour including the longitudinal themes. Satisfactory performance will be required in each of these areas for progress and promotion.
- c) Continuous assessment assists learning through early awareness of students’ strengths and weaknesses in knowledge, skills and attitudes. Students' performance is reviewed with them to assist in their learning. Assessment consists of formative and summative assessments. Continuous assessment tests are conducted at the end of modules/clinical clerkships and contribute to certifying examination scores at the end of each academic year. Performance in continuous assessment is an eligibility criterion for certifying examinations.
- d) The assessment will be criterion referenced⁴.
- e) All required and elective, block and longitudinal courses are part of the curriculum and have to be completed satisfactorily.
- f) Satisfactory completion of selective and elective experiences at institutions approved by the Electives Committee, are a pre-requisite for progress and promotion.
- g) Any student identified as having academic difficulties will be assessed **in depth** by the appropriate faculty who will guide, help or take appropriate actions to make student overcome his/her difficulties.
- h) The duration and content of remedial work for students not meeting the prescribed requirements is determined by the faculty in accordance with weakness identified in a student's learning or clinical experience. In the clinical clerkships, failure in Continuous Assessment (CA) requires the student to repeat the clerkship, while failure in the End of Clerkship (EOC) Examination requires remediation of half of the clerkship time and a minimum of four weeks in Year 5 if the scores are between 50-55%. Score of less than 50% requires the student to repeat the complete clerkship.
- i) Only one of electives/selectives/pre-certifying examination leave can be utilized as a single event in a given academic year for remediation. All four weeks of the AKU selectives in Year 3 and electives in Year 4 may be utilized for remedial work. In Year 5 only 4 weeks of the Electives period may be utilized for remedial work.
- j) Remediation exceeding 4 weeks may result in delayed graduation.
- k) Remediation in the first two years will be arranged by the relevant year committee in consultation with concerned faculty, upon recommendation of the Examination and

⁴ Criterion referenced assessment means the students are assessed according to pre-determined criteria and not in comparison to their peers.

Promotions Committee (E&P Committee). Remedials in clerkships will only be scheduled during regular rotations, and will be coordinated by the Registrar's Office, upon recommendation of the E&P Committee. Remedial work is not permitted during holidays.

- l) Pass/fail will be determined as per AKU policies outlined in the Examination and Promotions Guidelines.

3.2 General Criteria for Pass, Fail and Promotion

- a) Eligibility: The students will be considered eligible for certifying examination according to the following criteria:
 - i. In Years 1 and 2, the students will be considered eligible to sit in the certifying examinations, if they have an overall aggregate of 55% in relevant summative examinations; an aggregate of 50% in the practical/Alternative to Practical (ATP) examinations (See Appendix 1); and satisfactory PBL process assessment (see section 4.1C).

Attendance and satisfactory performance in the Longitudinal Themes and HASS courses is mandatory. A student who fails these courses will be required to complete remedial work before being considered eligible to write the respective Certifying Examinations.
 - ii. Students failing to meet required standards must complete remediation as determined by relevant faculty and approved by E&P Committee. Students must complete remediation and successfully fulfill all assessment criteria of the remedial programme for the course(s) failed to become eligible for respective certifying examinations. Students who are unable to perform satisfactorily in the remedial assignment(s) may be required to repeat the year.
 - iii. Consistent irresponsible behaviour may result in a period of suspension, repeating the year, up to expulsion.
 - iv. There is zero tolerance for unethical conduct and / or plagiarism.**
 - v. In clinical clerkships, students must achieve 55% in continuous assessment before being considered eligible to take the End of Clerkship (EOC) test, and must achieve 55% in the EOC test to be declared as having completed that clerkship satisfactorily (see sections 6, 7 and 8).
 - vi. Specified course requirements for each year will have to be completed for eligibility to write the certifying examinations.
 - vii. Courses identified for promotion are to be passed before further progress to the next year.
- b) Students who fail to pass any of the Certifying Examinations after two attempts will be asked to withdraw from the Medical College. This also applies to individual disciplines being tested in the certifying examinations.
- c) A student is allowed a maximum of 6.5 years to graduate. If projected period of study and examination extends beyond the stipulated time, the student will be asked to withdraw.

If a student fails in the continuous assessment of the clerkship, s/he will be required to repeat the entire clerkship. Failure to achieve 55% in the EOC test will require remedial of at least half of the clerkship duration.

Any remediation will be undertaken as prescribed with a scheduled regular rotation of students. Failure in remedial of clerkship will result in repeating the year.

- d) Continuous Assessment scores contribute to the final scores of MBBS certifying examinations. Scores of continuous assessment shall be used once only.

3.3 Certifying Examinations

- a) The five- year MBBS programme is assessed by four Certifying Examinations. These examinations are conducted according to the guidelines laid down by the Pakistan Medical and Dental Council (PM&DC). External examiners are invited for these examinations. Scores are not disclosed; these are graded as pass/fail, as per AKU policies.
- b) MBBS Part I examination is written in two parts, MBBS-IA and MBBS-IB, at the end of years 1 and 2, respectively. The subjects examined include Anatomy, Physiology, Biochemistry, Pharmacology, Pathology, Microbiology and Community Health Sciences.
- c) MBBS Part II, III and IV examination are written at the end of Years 3, 4 and 5.
- d) Basic science concepts especially Pathology and Therapeutics will be assessed during years 3, 4 and 5 certifying examinations.

3.4 Procedures

- a) The university expects its students to behave as mature and responsible professionals. They must follow University's code of conduct. Students' promotion will be affected adversely by undesirable professional behaviour. Students are the first point of contact for all University related matters. Parents are informed/contacted subsequent to any discussions and deliberations with students.
- b) Each module/course and clerkship will be assessed.
- c) Students unsuccessful in module/clerkship tests will be re-assessed after appropriate remediation.
- d) Students will be examined by internal and external examiners in all certifying examinations and /or their components.
- e) Fractions of scores obtained from summative examinations are taken into consideration up to calculation of the final score. Only the integer of the final score is recorded in the certifying examination.
- f) The results of summative and end of clerkship examinations may be challenged within three months of declaration of results. After which request for review will not be entertained.
- g) Performance in process assessment is recorded as satisfactory or unsatisfactory and communicated for all modules.
- h) The results of certifying examinations (MBBS Parts I-IV) are recorded as fail, pass, or pass with honours.

- i) Re-sit of the certifying examinations are held before the start of the next academic year (except for Years 3, 4 &5).
- j) Scores obtained for all assessments are recorded and kept by the Registrar's Office. Results will be communicated to the students and a copy will be sent to their parents. Transcripts are available on request.
- k) Students are advised to report at the examination venue 5 minutes before the start of the exam (formative, summative, certifying, EOT, OSPEs, OSCEs, etc.). No student will be allowed to enter in the examination venue after the scheduled time.
- l) Absence from an examination without a valid reason is considered as a failure in the examination.
- m) Written examination will normally be of three hours duration. In case of longer examination, a break will be provided.
- n) Aggrotat⁵ rule may be applied by university, upon the discretion of the University when considered appropriate and approved by Dean or his nominee.

3.5 Pass with Honours

- a) The Medical College will grant honours by criterion-referenced assessments, and will require exemplary demonstration of the desired attributes for AKU medical graduates (ref to 1.0). Honours recommended by the examiners and year committees in different disciplines/subjects, will be conferred after approval by Examinations and Promotions Committee. Any disciplinary action against a student will be considered a disqualifier for honours.
- b) Honours in Basic and Community Health Sciences will be awarded at the end of Year 5. A score of 80% or more in Year 1 and 2 may qualify for Pass with Honours, subject to satisfactory performance in the Basic and Community Health Sciences components in years 3, 4 & 5.
- c) In clinical disciplines, students considered for honours are required to take an oral examination in order to probe their critical thinking and decision-making ability based on best current evidence, ethical and social sensitivity, depth and breadth of their understanding, and any research or community work they may have done. Students securing 80% or more are invited for the honours viva in the clinical disciplines. If more than 5 students score 80% or more in a discipline, top 5 will be called for honours.

3.6 Calculation of Student Class Ranking

Merit Awards and the Aga Khan University Scholarships during Years III, IV, and V [see Student Handbook page 27 & 28] are awarded on the bases of student class rankings calculated for a particular year. These rankings are not public knowledge and are not disclosed to students. These are directly communicated to Institutions, if requested, where a student may have applied for scholarships, Selectives, Electives; or Residency programmes after completion of the MBBS programme. Student consent for

⁵ Aggrotat In special circumstances Year Committees may decide to ignore a particular Summative Examination and calculation of the result is made on the basis of rest of the Summative examinations.

disbursement of this information to external agencies is required. For calculation of the AKU merit scholarships, no application or consent form is required.

Certifying examination scores are used to calculate student ranking as follows:

- I. **Years I and II:** Ranking is based on the MBBS I A, I B Certifying examinations. The contribution of five Summative examinations is 30% and of the Certifying examination [MBBS IA & IB] it is 70%.
- II. **Years III, IV and V:** Student ranking is calculated in year III, IV and V. These are based on MBBS II, MBBS III, and MBBS IV examination results respectively. A cumulative of the Continuous Assessments and End of Clerkship Examinations each contribute to 50% of the total aggregate score of a Certifying examination.

3.7 Attendance

- a) Students are expected to attend all scheduled teaching sessions and examinations.
- b) Attendance in PBL sessions, laboratory sessions, tutorials, presentations, field visits, HASS courses (compulsory and electives), clinical and communication skills sessions, clinics and wards for patient care is mandatory. Absence from these sessions may render the students ineligible to write certifying examinations.
- c) Where available, attendance will be recorded through a log-in/log-out biometrics system. All students must reach the venue at least 5 minutes prior to the start of the session to log-in. Attendance will only be logged in the first 10 minutes. Any student who logs in after this grace period and/or logs out before the conclusion of the session will be considered absent.
- d) Absence for illness must be certified appropriately by Student's physician in Community Health Centre (CHC). Certificates from outside Aga Khan University Hospital (AKUH) must be verified by the Student Health Physician in CHC after counterchecking.
- e) Emergency leave may be granted for serious illness or death in the immediate family. Even then, absence exceeding a minimum critical period, specified by individual disciplines, will require completion of rotation/clerkship.
- f) A student may apply for a 'leave of absence' in order to pursue courses or research activities at this or other Universities, or for any other reason considered valid by the Curriculum Committee. On the recommendation of the Curriculum Committee, the Dean, may award leave of absence for a maximum of one year, or completion of a degree/course based on their academic performance.

3.8 University requirement for USMLE registration

- a) University will issue letters for USMLE registration and sign the USMLE registration form after completion of Year 3 only if the student completes the MBBS Part II examination with a cumulative score $\geq 70\%$ (Certifying Examination scores comprise of End of Clerkship and Professional Examination). This is applicable to students of Class of 2016 and onwards.

SECTION 2

ASSESSMENT AND PROMOTION POLICIES

Curricular and Examination Framework

Year 1

1. Humanities and Social Sciences
Assignments and presentations
2. Introductory Module: Cells and Tissues
Formative Assessment
3. Blood
Summative Examination I (will include content of Introductory Module)
4. Inflammation and Neoplasia Module
Summative Examination II
5. GIT, Nutrition and Metabolism Module
Summative Examination III
6. Respiration and Circulation Module
Summative Examination IV
7. Renal Module
Summative Examination V
8. Multisystem I Module
Formative Objective Structured Clinical Examination (OSCE)
MBBS Part IA Certifying Examination

Year 2

1. Musculoskeletal System Module
Summative Examination I
2. Neurosciences Module
Summative Examination II
3. Head and Neck Module
Summative Examination III
4. Introduction to Research
Project and assignments
5. Endocrine & Reproduction Module
Summative Examination IV
6. Immunity & Infectious Diseases Module
Summative examination V
7. Neoplasia & Multisystem II
Objective Structured Clinical Examination (OSCE)
MBBS Part IB Certifying Examination

4.0

Years 1 and 2 - Assessment Structure

4.1 Continuous Assessment

a) Formative Assessment Test

At the end of Introductory Module, a mandatory 'Formative Examination'⁶ is held on the pattern of a Summative examination. Students failing to appear in this examination without a valid reason will not be allowed to continue the academic year. The content examined will be included in end of the module Summative Examination I.

b) Summative Assessment Tests

Content Assessment

i) **Summative assessment** test comprise of written and practical/ATP examination. The written examination test will have questions from Anatomy, Biochemistry, Community Health Sciences, Physiology, Pharmacology, Pathology and Microbiology. Summative assessment tests scores of Years 1 and 2 will contribute 30% to the MBBS 1A and 1B examinations respectively.

ii) **Practical/ATP Examination:** Attendance in laboratory practical sessions is mandatory.

a. A student who is absent, in more than one laboratory session in a module of ≤ 4 weeks and more than two sessions in a module of >4 weeks, in more than one module, will be ineligible to write the certifying examination and will write the re-sit exam as first attempt.

b. Essential psychomotor skills must be signed off in pre-identified laboratory sessions using a logbook. Students who miss these laboratory sessions due to approved leave will be responsible for contacting the respective faculty for a remedial sign-off session to ensure eligibility for the certifying exam. Students who miss a session due to unapproved absence will be ineligible for the certifying examination and will write the re-sit exam as first attempt following remediation.

c. Practical/ATP examination will be held at the end of each module. A minimum score of 50% is required to pass the practical/ATP examination. Failure will require remediation and resit practical/ATP examination. Students successful in resit practical/ATP examination will be awarded a score of 50%. By the end of the year, a minimum aggregate score of 50% is an eligibility criterion for MBBS IA & B examinations. Failure to achieve this score will require remediation and resit practical/ATP examination. Successful completion will make the student eligible for certifying examination.

Practical/ATP component shall contribute 10% to the summative assessment test scores (see appendix 1).

⁶ *The objective of Formative assessment is to provide feedback to the students about their level of preparation and to introduce them to the pattern of examination. Marks from this exam are not used in the continuous assessment scores. Aggotat when applied means that the mean score for eligibility will be calculated from the number of examinations actually taken by the student.*

c) **Process Assessment**

This includes PBL tutorial sessions and longitudinal themes. Failure in process assessment will be recorded on transcripts.

- i) **PBL Tutorial Sessions:** Process Assessment is based on assessment in terms of regularity, punctuality, contribution, group dynamics and communication skills in the PBL tutorial sessions.
- ii) Attendance in PBL sessions is mandatory. Absence from a PBL session (even one) will result in failure in that module. In a short module (up to 4 weeks) if a student is awarded 'unsatisfactory' in more than one session s/he will fail the module. However, in a module of more than 4 weeks duration, award of 'unsatisfactory' in more than two sessions will lead to failure in the module. 'Satisfactory' performance in process assessment will contribute toward consideration for awarding honours.
- iii) If a student fails to achieve 'satisfactory' Process Assessment in any one module, s/he will be counseled and corrective measures will be suggested. If a student fails to achieve 'satisfactory' Process Assessment in any two modules s/he will not be considered eligible to write the MBBS I-A and IB examinations and will be asked to take this exam with the re-sit students before the next academic year. If the student fails to achieve satisfactory Process Assessment in three or more modules, he/she will be asked to repeat the year.

d) **Longitudinal Themes**

- i) Longitudinal themes comprise of Communication Skills, Clinical Skills, Ethics, Behavioural Sciences, Evidence Based Medicine (EBM), Social Aspects of Medicine and Preventive Medicine. Attendance and satisfactory completion of these sessions/courses, based on class participation, presentations, assignments and assessments is mandatory for eligibility to sit in the certifying exams. Failure to achieve overall satisfactory performance in any Longitudinal theme in Years 1 and 2 may result in ineligibility to write the MBBS-1A or 1B exam, respectively. Remedial assignments will be given to those students who have unsatisfactory attendance and/or performance and will write the MBBS IA – IB resit examination as a first attempt.
- ii) Students must pass all the HASS courses to be eligible for the MBBS1A exam. If a student fails any HASS course(s) or misses more than 25% of the module for any reason, s/he will be required to complete structured remediation during the summer vacations and successfully fulfill all assessment criteria of the HASS course(s) failed/missed to become eligible for the MBBS1A exam. For students who do not perform satisfactorily in the remedial coursework/assessment see section 3.2 (iii) and (iv). Students who miss more than 25% of HASS due to late joining will also be required to complete the coursework and assessment in the summer vacations to become eligible for the MBBS1A exam.
- iii) Satisfactory performance in language courses in spoken Urdu and written and spoken English will be required by those students who are assessed to have deficiency in these areas.

4.2 Eligibility

Summative examinations will be held after all the modules except Multisystem modules. By the end of the year, to be eligible to sit for MBBS IA and B examinations, each student must achieve an aggregate score of:

- 55% in summative examinations;
- 50% in practical examination/ATP examination;
- Satisfactory Process assessment and attendance and
- Satisfactory assessment in all Longitudinal themes, HASS courses and Introduction to Research course.

4.2.1 Student failing or having approved leave in more than two summative examinations held at the end of modules, will not be eligible for M.B.BS IA and B examinations, even if they achieve an aggregate score of 55% (at the end of Year 1 and 2 as applicable). In this case, student will be required to repeat the year.

If the aggregate score (at the end of Year 1 and 2 as applicable) is less than 50% the student will be asked to withdraw from the Medical College.

4.2.2 Student failing and/or having approved leave for a summative examination, in two modules, will not be eligible to write the final MBBS IA/IB examination; even s/he achieves an aggregate score of 55%. S/he will be offered remediation followed by re-sit summative examinations for both modules. S/he will be eligible to write the MBBS re-sit examination as a first attempt.

4.2.3 Student repeating the year without appearing in the MBBS IA/IB in the previous year, because of not being eligible will take certifying examination at the end of repeat year as a first attempt.

4.2.4 In the repeat year, if a student fails in three modules, s/he will be asked to withdraw from the Medical College.

4.2.5. In cases where a student secure <50% in a re-sit module examination, and in repeating the year will be asked to withdraw from the Medical College.

4.2.6. If a student fails in one module or has approved leave for more than 25% of the module duration including the day of the examination, s/he will be required to remediate. Deficiencies will be identified based on performance related to objectives of the module and remedial assistance will be provided by faculty/teaching assistants. Students will be re-assessed by faculty using (assignment, viva, etc.). No new score will be generated. The original score will be included in calculating aggregate score at the end of year for determining eligibility.

4.2.7 In accordance with 3.1(g), faculty may recommend appropriate corrective action for any student identified as having major academic difficulties or unproven academic track record to ensure that they do not proceed with gaps in their knowledge.

4.2.8 Module re-sit examination:

- a) Student failing in both modules in the re-sit summative examination will be required to repeat the year.
- b) If a student passes one module but fails the other, s/he will be allowed to take the MBBS re-sit examination provided the score is $\geq 50\%$ in the failed module. If score in the failed module is $<50\%$, s/he will be asked to repeat the year. NOTE: This rule is under deliberation and may be amended within 3 months from the start of the 2016 – 2017 academic year.

4.2.9 End of the Year Skills Assessment:

- a) Mandatory formative and summative Objective Structured Clinical Examinations (OSCEs) are held at the end of Years 1 and 2 respectively. In order to be eligible for OSCEs, students must have satisfactorily completed and signed-off all clinical and communication skills sessions held during the year. Submission of Log book, completed over years 1 and 2 is an eligibility criterion to appear in the end of year 2 OSCE. The passing score for each examination will be determined by standard setting. This examination will include clinically relevant basic sciences psychomotor skills stations; students will be required to pass 50% of these stations separately.
- b) Formative end of year OSCEs: Formative OSCE is held at the end of year 1. It is mandatory for each student to take the examination and obtain feedback in order to be promoted to year 2.
- c) Summative end of year OSCEs: Summative end of year OSCE is held at the end of year 2 and assess clinical and communication skills learned in years 1 and 2. The students are required to pass this OSCE for promotion to year 3.

4.3 M.B;B.S. IA and IB Examinations

M.B;B.S. IA – B are composite of 30% scores from summative examinations, 50% of from end of the year written examination and 20% from oral structured multidisciplinary examination.

Process assessment of the PBL sessions does not contribute any scores towards MBBS examination, but will be recorded on the transcripts.

- a) Students are required to pass both the MBBS I-A & IB examinations separately, with a minimum score of 50% in individual disciplines and an overall aggregate score of 55%, before being allowed to progress to the next year.
- b) If the overall aggregate score is 55% or greater, but the score in up to two disciplines is less than 50%, then student will be given a choice either to repeat the year or undertake remedial work and be re-examined in those area(s) with integrated questions focusing on the required discipline(s). Student failing to achieve the passing grade in the M.B.,B.S IA & IB re-sit examination will be asked to withdraw from the Medical College.
- c) If the overall aggregate score is 55% or greater, but the score in more than two disciplines is less than 50%, then the student will be given an option of repeating the year or undertake remedial work and appear in full re-sit examination,

student failing to achieve a passing grade in the M.B.,B.S IA & IB re-sit examination will be asked to withdraw from the Medical College.

- d) If the overall aggregate score is between 50 and 55% in MBBS I-A the student will not be promoted to Year 2 and will be required to repeat Year 1. The second attempt at MBBS IA will be final attempt, failing student will be asked to withdraw from the Medical College.
- e) If the overall aggregate score is below 50%, the student will be asked to withdraw from the Medical College.
- f) A Summative Objective Structured Clinical Examination (OSCE) will be held at the end of Year 2 to assess the clinical skills and longitudinal themes. Without passing the OSCE, students cannot proceed to Year 3. Those failing to comply with the above for a valid reason will be provided with an opportunity for remediation before the start of Year 3.
- g) Students who were not able to appear in the examination for an acceptable reason (refer to the Student's Handbook) will be offered an opportunity to appear in the re-sit examination as a first attempt.
- h) Transcript will reflect whether the student passed in the first attempt or the re-sit.

4.4 Promotion from Year 1 to Year 2

- a) **MBBS –IA:** Students are required to pass the MBBS I-A examination, with a minimum score of 50% in individual disciplines and an overall aggregate score of 55% before proceeding to the Year II.
- b) **Formative end of year OSCE:** Formative OSCE is held at the end of year 1. It is mandatory for each student to take the examination and obtain feedback in order to be promoted to year 2.
- c) **Longitudinal Themes:** Satisfactory completion of all longitudinal themes courses will be required.
- d) **HASS:** Satisfactory completion of all courses will be required.

4.5 Promotion from Year 2 to Year 3

- a) **MBBS-IB:**

Students are required to pass the MBBS I-B examination, with a minimum score of 50% in individual disciplines and an overall aggregate score of 55% before proceeding to the Year 3.
- b) **End of Year 2 OSCE:**
 - i. An Objective Structured Clinical Examination (OSCE) is held at the end of Year 2 to assess the clinical skills of students. Students must demonstrate satisfactory skills to be promoted to Year 3.

- ii. Students who fail to perform satisfactorily in OSCE will be offered remediation followed by re-sit OSCE.
- c) **Longitudinal Themes:** Satisfactory completion of all longitudinal themes will be required.
- d) **Introduction to Research:** Students are required to complete the requirements of this course satisfactorily to be promoted to Year 3.
- e) **On campus Clinics:** Students are required to achieve satisfactory completion of on-campus clinics and the elective experiences to be promoted to Year 3. Failure to perform satisfactorily in on campus and electives experiences will require satisfactory completion in elective/selective period in Year 3.

Curricular and Examination Framework

Year 3

- | | |
|---|--------------------------|
| 1. Internal Medicine(including Infectious Diseases,
& Clinical Microbiology
End of Clerkship Examination | 6 weeks |
| 2. Radiology
End of Clerkship Examination | 2 weeks |
| 3. Otolaryngology | 4 weeks |
| 4. Ophthalmology | 4 weeks |
| 5. General Surgery
End of Clerkship Examination | 4 weeks |
| 6. Orthopedics
End of Clerkship Examination | 4 weeks |
| 7. Family Medicine
End of Clerkship Examination | 8 weeks |
| 8. Forensic Medicine Course | runs throughout the year |
| 9. Selectives | 4 weeks |
| 10. Maternal and Neonatal Child Health (MNCH)
End of Clerkship Examination | 4 weeks |
- End of Year OSCE in Otolaryngology and Ophthalmology**
End of Year 3 Objective Structured Clinical Examination (OSCE)

MBBS Part II Certifying Examination in Ophthalmology, Otolaryngology and Forensic Medicine

5.0

Year 3 – Assessment Structure

5.1 Continuous Assessment in Year 3

- a) Students will be continuously assessed throughout the clerkships. A minimum score of 55% is required in Continuous Assessment (CA) in order to be eligible to take the End of Clerkship test (EOC).
- b) In Ophthalmology and Otolaryngology, 70% of the clerkship score will be contributed by CA and 30% by End of Year OSCE.
- c) For Non-Certifying disciplines, 70% of the clerkship score will be contributed by CA and 30% by the EOC test.
- d) If a student is unable to achieve 55% in the CA, s/he will repeat the entire clerkship during a scheduled regular clerkship and will be eligible to take the EOC test after satisfactorily completing the rotation.
- e) Successful completion of an End of Clerkship/ Course test requires a minimum of 55% scores.
- f) If a student is unable to achieve 55% or more in the EOC test s/he will be required to do at least 50% remedial of the total clerkship, followed by next scheduled EOC test.
- g) From the Maternal and Neonatal Child Health (MNCH) rotation (CA and EOC Exam) scores 33% weightage each will be added to the Year 4 Ob/Gyn and Paediatrics rotation (CA and EOC Exam) scores. Students are required to pass the CA and EOC examination in each rotation separately.

5.2 End of Year 3 OSCE

- a) Minimum score of 55% is required in Family Medicine, Medicine and Surgery clerkships individually to be eligible to attempt the OSCE.
- b) This examination assesses clinical skills and longitudinal themes. Students are required to pass 50% of history taking and 50% of physical examination stations; in addition the Abdominal examination station is a MUST PASS station for successful completion of the OSCE. Students, who fail OSCE, will be offered remediation followed by re-sit OSCE.

5.3 End of Year 3 OSCE (Otolaryngology, Ophthalmology)

- a) Minimum score of 55% is required in Otolaryngology and Ophthalmology clerkships individually to be eligible to attempt the OSCE.
- b) This examination assesses clinical skills and concepts of relevant Systemic Pathology concepts.
- c) Students, who fail OSCE, will be offered remediation followed by re-sit OSCE.
- d) Any further failure would require student to repeat the year.

5.4 Forensic Medicine

Continuous Assessment will contribute 50% towards the final score. 40% of this Continuous Assessment will be derived from Continuous Assessment Tests (conducted throughout the year). The Journal will contribute 10% to continuous assessment score.

To be eligible for the MBBS Part II certifying examination students will be required:

- to achieve aggregate 55% in five out of seven Continuous Assessment Tests (CATs) which make up the continuous assessment.
- a minimum of 50% in the Journal.

5.5 Selectives

- a) Satisfactory completion of Selectives is mandatory.
- b) Performance during selective experience is assessed by the supervisors, which are approved by the Electives Committee. Submission of selective assessment is to be done within two months of completion of the rotation.
- c) Students are required to commence the next clerkship on schedule, upon completion of the Selectives rotation, failing which; students will be required to complete their clerkship according to recommendations of the department.
- d) The entire AKU selectives period may be utilised for remedial work.
- e) The selective evaluation MUST be submitted by the end of the next rotation but within the following two months of the Selectives. Failure to submit timely evaluation may result in professional exam ineligibility.

5.6 Eligibility Criteria for MBBS Part II Certifying Examination

- a) A score of 55% is required in the Year End OSCE in Ophthalmology and Otolaryngology.
- b) If the clerkship score is less than 55% in no more than two disciplines, other than Ophthalmology and Otolaryngology, and the aggregate score is 55% or greater, the student may be allowed to take the MBBS Part II certifying examination and complete remedial work later.
- c) Cumulative clerkship remediation of 12 weeks will render the student ineligible to attempt MBBS II certifying examination and will require repeating the year.
- d) Satisfactory completion of selectives rotations according to the approved criteria by the Elective committee. Unsatisfactory performance will require remediation and satisfactory completion of these experiences.
- e) Forensic Medicine: Minimum 55% score in the continuous assessment tests and a minimum of 50% in the journal will be required (ref to 5.4) to be eligible to take the MBBS Part II certifying examination.
- f) Satisfactory completion of the mandatory longitudinal themes and selectives is required.

5.7 MBBS Part II Certifying Examination

- a) MBBS Part II certifying examinations are held in Ophthalmology, Otolaryngology, and Forensic Medicine, which include relevant aspects of clinical microbiology, pathology, pharmacology and therapeutics.
- b) Clerkship scores and the written examination each contribute 50% to the final MBBS Part II scores. Clerkship scores include continuous assessment and EOC tests scores.
- c) Students must pass written examination of each discipline separately with a minimum score of 50%.

5.8 Re-sit MBBS Part II Certifying Examination

- a) Students, who either were ineligible to take the examination or were not able to appear in the examination for an acceptable reason (refer to the Student's Handbook) will be offered an opportunity to appear in the re-sit examination as a first attempt.
- b) Students, who failed the examination, will be offered an opportunity to appear in the re-sit examination as a second attempt. Students will be asked to withdraw after failure in the second attempt.
- c) Transcripts will state clearly any re-sit second attempt.
- d) Failure to achieve the required aggregate will require satisfactory completion of remedial assignments followed by the re-sit as a first attempt. In case the student fails to achieve the 55% of remediation s/he will be asked to repeat the year.

5.9 Promotion from Year 3 to Year 4

- a) Promotion to Year 4 requires passing in all Year 3 certifying examinations.
- b) Promotion to Year 4 also requires satisfactory completion and performance in clinical clerkships, Selectives, Longitudinal themes and year end OSCE.

Curricular and Examination Framework

Year 4

1. Obstetrics and Gynaecology 8 weeks
End of Clerkship Examination
2. Paediatrics 8 weeks
End of Clerkship Examination
3. Community Health Sciences (CHS) 8 weeks
Satisfactory completion/defense of mandatory research work
End of Clerkship Examination
4. Medicine (Endocrinology & Pulmonology) 4 weeks
End of Clerkship Examination
5. Dermatology 2 weeks
End of Clerkship Examination
6. Anesthesia 2 weeks
End of Clerkship Examination
7. Psychiatry 4 weeks
End of Clerkship Examination
8. Electives in Pakistan 4 weeks

MBBS Part III Certifying Examination in OB/GYN, Paediatrics and Psychiatry

6.0

Year 4 - Assessment Structure

6.1 Assessment of Year 4

- a) Students will be continuously assessed throughout the clerkships. A minimum score of 55% is required in Continuous Assessment (CA) in order to be eligible to take the End of Clerkship test (EOC). 70% of the clerkship score will be contributed by CA and 30% by the EOC test.
- b) If a student is unable to achieve 55% in the CA, s/he will repeat the entire clerkship during a scheduled regular clerkship and will be eligible to take the EOC test after satisfactorily completing the rotation.
- c) Successful completion of an (EOC) test requires a minimum of 55% scores.
- d) If a student is unable to achieve 55% or more in the EOC test s/he will be required to do at least 50% remedial of the total clerkship, followed by next scheduled EOC test.
- e) Students are required to pass Hospital-Based- Paediatrics and Maternal and Neonatal Child Health separately. Eligibility for certifying examinations will be based on cumulative scores of both the components.
- f) Scores from the Year 3 Maternal and Neonatal Child Health rotation (CA and EOC Exam) will be carried over to Year 4. 33% weightage each will be added to the Year 4 Ob/Gyn and Paediatrics rotation (CA and EOC Exam) scores.
- g) 50% of rotation scores from Ob/Gyn and Paediatrics will contribute to the Year 4 professional examination. The written end of year examination will contribute the other 50%.
- h) Students are required to pass the CA and EOC examination in each rotation separately.

6.2 Mandatory Community Health Sciences Research Course

Students have to obtain 55 % in continuous assessment and 55% in the end of course defense of the project and proposal.

6.3 Eligibility Criteria for MBBS Part III Certifying Examination

- a) A score of 55% is required in the EOC scores in all disciplines.
- b) If the clerkship score is less than 55% in no more than two disciplines, other than Obstetrics and Gynaecology, Paediatrics and Psychiatry, and the aggregate score is 55% or greater, the student may be allowed to take the MBBS Part III certifying examination and complete remedial work later.
- c) Cumulative clerkship remediation of 12 weeks will render the student ineligible to attempt MBBS III certifying examination and will require repeating the year.
- d) Satisfactory completion of the mandatory longitudinal themes and electives in Pakistan is required.

6.4 MBBS Part III Certifying Examination

- a) MBBS Part III certifying examinations are held in Obstetrics and Gynaecology, Paediatrics and Psychiatry, which include relevant aspects of clinical microbiology, pathology, pharmacology and therapeutics.
- b) Clerkship scores and the written examination each contribute 50% to the final MBBS Part III scores. Clerkship scores include continuous assessment and EOC tests scores.
- c) Students must pass written examination of each discipline separately with a minimum score of 50%.

6.5 Re-sit MBBS Part III Certifying Examination

- a) Students, who either were ineligible to take the examination or were not able to appear in the examination for an acceptable reason (refer to the Student's Handbook) will be offered an opportunity to appear in the re-sit examination as a first attempt.
- b) Students who fail the first attempt of the examination will be offered an opportunity to appear in the re-sit examination. This will be considered as a second attempt. Students will be asked to withdraw after failure in the second attempt.
- c) Transcripts will carry only a mention of any re-sit second attempt.

6.6 Promotion from Year 4 to Year 5

- a) Promotion to Year 5 requires passing in all (MBBS III) Year 4 certifying examinations.
Failure in clerkships:
 - For remedial study up to 4 weeks; the Year 4 electives may be used.
 - If Year 4 electives are not available, the student will be promoted provisionally to Year 5. Student will be required to start Year 5 in the Group C. The first 4 weeks of Year 5 elective will be used for remedials.
 - The student will write the relevant End of Clerkship examination with the next available End of Clerkship exam. If the student fails the remedial s/he will not be promoted and will be required to repeat the clerkship and will write the examination with the next class.
 - Students who need remedial may use 4 week of the electives only once in the year. Applicable to students moving from Year 3 – Year 4 and Year 4 – Year 5. Students who fail after Year 5 electives are concluded, pre-professional examination leave may be used for this purpose.
- b) **Failure in certifying examination:** If a student fails the certifying examination s/he will write the certifying examination with the next class as a second and final attempt. A student who fails MBBS Part III examination in the first attempt will write the relevant examination as a re-sit examination with the next available clinical exam.
- c) Promotion to Year 5 also requires satisfactory completion and performance in clinical clerkships; CHS research course, electives and Longitudinal Themes.

Curricular and Examination Framework

Year 5

1. Medicine
End of Clerkship Examination
2. Surgery
End of Clerkship Examination
3. Family Medicine + Emergency Medicine
End of Clerkship Examination
4. Electives
5. Ambulatory Care Rotation
MBBS Part IV Certifying Examination

7.0

Year 5 – Assessment Structure

7.1 Assessment of Year 5

- a) Students will be continuously assessed throughout the clerkships. A minimum score of 55% is required in Continuous Assessment (CA) in order to be eligible to take the End of Clerkship test (EOC).
- b) 70% of the clerkship score will be contributed by CA and 30% by the EOC test.
- c) If a student is unable to achieve 55% in the CA, s/he will repeat the entire clerkship during a scheduled regular clerkship and will be eligible to take the EOC test after satisfactorily completing the rotation.
- d) Successful completion of an (EOC) test requires a minimum of 55% scores.
- e) If a student is unable to achieve 55% or more in the EOC test s/he will be required to do at least 50% remedial of the total clerkship, followed by next scheduled EOC test.
- f) Satisfactory continuous assessment score of 55% in the Ambulatory Care rotation will be used as eligibility criterion for the Part IV Professional examination.
- g) In case of unsatisfactory scores in the Ambulatory Care rotation, remediation of the entire three week rotation will be required to be eligible for Part IV professional examination. Remediation time may be used from electives or pre-prof leave in case Ambulatory Care rotation takes place after completion of electives.

7.2 Electives

- a) Satisfactory completion of Electives is mandatory.
- b) Performance during elective experience is assessed by the supervisors, who are approved by the Electives Committee.
- c) Electives can be taken anywhere in Pakistan or overseas at approved sites with approved supervisors. Adherence to laid out process of Electives application and timely approval by Electives office, including submission of evaluation forms, is mandatory.
- d) After the Electives, students are required to commence the next clerkship on schedule, failing which; students will be required to complete their clerkship according to the recommendations of the department.
- e) Students are expected to provide completed elective evaluations within 2 months of completion of their electives. Failure to do so may result in an unsatisfactory elective performance and declare the student ineligible for certifying examination.

7.3 Eligibility Criteria for MBBS Part IV Certifying Examination

- a) A score of 55% is required in the EOC scores in Family Medicine, Surgery, Medicine, Emergency Medicine and Ambulatory Care Rotation.
- b) Satisfactory completion of electives rotation according to the approved criteria by the Electives Committee. Unsatisfactory performance will require remediation and satisfactory completion of these experiences.
- c) Satisfactory completion of the mandatory longitudinal themes is required.

7.4 MBBS Part IV Certifying Examination

- a) MBBS Part IV certifying examinations consist of Family Medicine, Surgery and Medicine in combined/ integrated paper/s. The examination will include relevant aspects of clinical microbiology, pathology, pharmacology and therapeutics.
- b) Clerkship scores and the written examination each contribute 50% to the final MBBS Part IV scores. Clerkship scores include continuous assessment and EOC tests scores.
- c) Students must pass written examination with a minimum score of 55%.

7.5 Re-sit MBBS Part IV Certifying Examination

- a) The Re-sit MBBS Part IV Examination will be held six months after the certifying examination.
- b) Students, who either were ineligible to take the examination or were not able to appear in the examination for an acceptable reason (refer to the Student's Handbook) will be offered an opportunity to appear in the re-sit examination as a first attempt in all three subjects.
- c) Students, who fail the examination, will be offered an opportunity to appear in the re-sit examination as a second attempt. Transcripts will mention the re-sit as a second attempt. Students will be asked to withdraw after failure in the second attempt.

7.6 Criteria for Pass and Fail in the MBBS Part IV Examination

Students must attain 55% score in written examination.

Appendix 1

Guidelines for Assessment of Practical Sessions: Years 1 and 2

I. Practical/Alternate to Practical (ATP) Examinations:

1. These are held at the end of a module for assessment of Anatomy, Physiology, Biochemistry, Pharmacology, Pathology and Microbiology practicals as applicable. Students should pass the modular examinations (50% score) at the end of each module.
2. ATP is one component of the end-of-module examination. The other, separate component is the SAQ/MCQ written examination. If a student does not appear in the SAQ/MCQ written summative exam for a module, s/he will still be allowed to appear for the ATP examination of the same module, and vice versa.

II. Pass/Fail Decision:

Each student is required to pass the practical/ATP examination by securing at least 50% score. In case of failure opportunities will be provided for remediation (under faculty guidance) and a resit examination will be conducted.

If a student should fail again in the resit practical/ATP examination, s/he will be required to achieve an overall 50% cumulative score from all practical examinations at the end of that year.

III. Eligibility to sit the end of year certifying MBBS I-A or I-B examination:

1. Each student should achieve an overall 50% score in the practical/ATP examinations assessment scores of all modules of that year.
2. Any student with less than an overall 50% in practical/ATP assessments after remediation and resit will not be eligible to sit in the certifying examination and will be asked to write the resit of certifying examination.