

# **THE AGA KHAN UNIVERSITY**

Faculty of Health Sciences  
Medical College

## **STUDENT HANDBOOK**

**(ADDENDUM 2017)**

**Year 3, 4 and 5**

**Class of 2020, 2019 & 2018**

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# **THE AGA KHAN UNIVERSITY**

Faculty of Health Sciences  
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## **Examination and Promotion Policies M.B; B.S programme**

*Developed by Curriculum and Examinations and Promotions Committees  
Approved by MCFC, December, 17, 2007  
With amendments up to October 19, 2017*

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 |
| Module on Reflection, Resilience and Responsive Leadership (3 Rs) | 2 weeks |

- b) The students learn by active participation in patient care, small group teaching methodology including Problem Solving Integrated Learning sessions (PSIL)<sup>1</sup>, 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:

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<sup>1</sup> 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 referenced<sup>2</sup>.
- 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

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<sup>2</sup> 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) Aggrotat<sup>3</sup> 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 disbursement

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<sup>3</sup> *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.*

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. Lack of attendance in scheduled teaching learning sessions/clinics and other learning activities reflects unprofessionalism. Professionalism is an essential component of the Medical Student Performance Evaluation (MSPE) letter. Absenteeism will be recorded in the letter as 'unprofessionalism'. MSPE is a mandatory letter of reference, signed by the Medical College Dean, that is required when a student is applying for a residency placement in USA.
- 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 3

- |   |                          |
|---|--------------------------|
| 1. Internal Medicine(including Infectious Diseases,<br>& Clinical Microbiology<br><b>End of Clerkship Examination</b> | 6 weeks                  |
| 2. Radiology<br><b>End of Clerkship Examination</b>   | 2 weeks                  |
| 3. Otolaryngology   | 4 weeks                  |
| 4. Ophthalmology  | 4 weeks                  |
| 5. General Surgery<br><b>End of Clerkship Examination</b>   | 4 weeks                  |
| 6. Orthopedics<br><b>End of Clerkship Examination</b>   | 4 weeks                  |
| 7. Family Medicine<br><b>End of Clerkship Examination</b>   | 8 weeks                  |
| 8. Forensic Medicine Course   | runs throughout the year |
| 9. Selectives   | 4 weeks                  |
| 10. Maternal and Neonatal Child Health (MNCH)<br><b>End of Clerkship Examination</b>                                  | 4 weeks                  |
| 11. Module on Reflection, Resilience and Responsive Leadership(3 Rs)  | 2 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) In case of failure in remedial rotation, student will have to repeat the entire year. Such student will be asked to withdraw from the University if s/he does not have the maximum time allotted of 6.5 years for completing the MBBS programme.
- h) 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.
- i) For the 3 R module attendance is mandatory and satisfactory completion is an eligibility criteria for the MBBS 2 Professional exam

### 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 (this should now be called Just Paediatrics) 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**

1. Electives

2. 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.

**Student Activities  
&  
Facilities on Campus**

## 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. Students are encouraged to pursue their interests by joining current committees and societies or by initiating other societies to enrich their education experience at the University.

### **Student Committees**

The Committees (The Office of the Dean of Students oversees activities through student representatives which are led by students) are as follows:

| <b><u>Committee</u></b>  | <b><u>Participating Classes</u></b> | <b><u>Number of reps. to be elected per class</u></b>                   |
|--|-------------------------------------|---|
| <b>Publication Committee</b>   | All 5 years                         | 1 Male & 1 Female from each Year  |
| Responsible for publishing the students' annual magazine                         |                                     |   |
| <b>Sports Committee</b>  | All 5 years                         | 1 Male & 1 Female from each Year  |
| Responsible for promoting student sports   |                                     |   |
| <b>Arts &amp; Culture Committee</b>  | All 5 years                         | 1 Male & 1 Female from each Year  |
| Responsible for promoting and organizing cultural activities and art exhibitions |                                     |   |
| <b>Student Health Committee</b>  | Year 4<br>Year 3                    | 1 Male & 1 Female from Year 4<br>1 student – male or female from Year 3 |
| <b>Year Book Committee</b>   | Year 5                              | 2 Males and 2 Females from Year 5                                       |
| Responsible for publishing the Year Book – graduating class                      |                                     |   |
| <b>Class Representatives*</b>  | All 5 years                         | 1 student - male or 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. The Class representatives are also responsible to oversee to upkeep the Student Lounge.*

## **Societies**

### **Aga Khan University Club for Theatrics (Drama Society)**

Responsible for promotion of individual talent and organization of dramas and plays

### **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.

### **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 make their transition comfortable

### **Falah (NGO)**

Falah-a registered student led non-profit organization operating solely within AKU- was initiated in 1993 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.

### **Public Speaking Forum**

The Public Speaking Forum is the home of free speech and discourse at The Aga Khan University. Students of the School of Nursing, the Medical College, and the Institute of Education Development come together and debate over topics ranging from world affairs to medical ethics, philosophical ideologies to world economy, terrorism to human rights. The Forum has 3 branches: Parliamentary Style, Model United Nations, and Declamation. Patronage of the Forum involves participation in local and national tournaments, with many members ranking in the top 10, as well as bringing home multiple trophies.

### **Elections**

The criteria for nominations are:

1. Student has not served in more than one Committee.
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 the next two year from the time the DC decision imposed. If he/she is involved in any disciplinary matter during the tenure the student election will stand null and void).

## The Faculty-Led Committees

In addition to the above student committees, there are several Faculty Led Committees in the College including the Library Committee, Student Health Committee, the Examination and Promotion Committee, Curriculum sub-committee and the Curriculum Committee. Representation of students for each committee is decided via student election.

## 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, Office of the Dean of Students.

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 Office of the Dean of Students 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 Office of the Dean of Students.
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 Office of the dean of Students for events that require sale of tickets.
  4. Budget proposals for any event or activity must be finalized in consultation with the Office of the Dean of Students 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 Office of the Dean of Students.
  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 Office of the Dean of Students, no later than one week after the event.
  8. Transport arrangements are not the University's responsibility. If Students require transport arrangements, they need to contact the Office one week prior to the date of event.

### **Committee Spokesman**

A spokesman from each committee will be elected by its representatives at the introductory meeting. This person will serve as the official spokesman for their respective committee.

### **Societies Spokesman**

Conveners and Co-conveners are the official spokesman for their respective societies, who will be decided according to their respective constitutions.

### **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 is 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 Office of the Dean of Students.

## **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 1<sup>st</sup> floor. Rules and Regulations for Lockers are as follows:

- *Possessions kept in the locker are Student's own responsibility. The University 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](http://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, Office of the Dean of Student. 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 to upkeep and decorum of the lounge.

**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, Office of the Dean of Students at Ext 4535 or visit personally to the office, Room # 902 Ground Floor, located in the School of Nursing.

## **Student Grouping**

## **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 on line. For an appointment, please call us at ext. 5449 / 5479

**Leave, the procedure  
and  
Copy of the *Leave Request Form***

## Attendance

- a) Lack of attendance in scheduled teaching learning sessions/clinics and other learning activities reflects unprofessionalism. Please note that 'professionalism' is an essential component of your Medical Student Performance Evaluation (MSPE) letter. Absenteeism will be recorded in the letter as 'unprofessionalism'.
- b) Students are expected to attend all scheduled teaching and examination sessions.
- c) 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](mailto: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): Request for Conference leave during modules/rotations > 4 weeks: 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.

### Leave of Absence – Procedure

Complete Leave of Absence form and attach documentation (if required); Form is available on One45 can be downloaded and emailed to [student.records@aku.edu](mailto: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.

Request for Conference leave during modules/rotations of ≤4 weeks:

- 1) At the time of submission of paper to a conference, a student will be required to notify the Registrar's Office along with date of conference.
- 2) Only students nominated as '**first author & corresponding author**' will be allowed conference leave.
- 3) Travel grant of a conference having significant impact factor will be decided/allowed by the Sub-Committee, nominated by the Curriculum Committee.
- 4) Students will not be allowed to miss more than *25% of a particular rotation/clerkship/module*; for presenting in conferences.

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.

**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 Application Form

**Leave Application form must be completed and submitted to Student Records Office, Office of the Registrar for approval of leave at least two weeks in advance.**

|  |                        |                            |
|--|------------------------|----------------------------|
| <b>Please provide details below:</b>   |                        |                            |
| Full Name: _____   |                        |                            |
| Reg. Number: _____   | Class of: _____        | Programme of study : _____ |
| Current e-mail address : _____   | Contact number : _____ |                            |
| <b>Reason for Leave:</b> <i>(unless the leave is of an emergent nature, please review leave policy or seek clarification with the Office of the Registrar before completing this form)</i>   |                        |                            |
| <ul style="list-style-type: none"><li>○ <b>Medical Leave:</b> _____</li><li>○ <b>Emergent leave</b> _____</li><li>○ <b>Leave for illness/ death in immediate family:</b> _____</li><li>○ <b>Visa Matters:</b> _____</li><li>○ <b>Leave for representing AKU (conference, presentation, extracurricular activities)</b> _____<br/>_____</li><li>○ <b>Other:</b> _____</li></ul> |                        |                            |
| Leave requested from _____ to _____ Total Calendar days: _____   |                        |                            |
| <b>Supporting document submitted:</b> _____  |                        |                            |
| <b>Signature of student:</b> _____   |                        | <b>Date:</b> _____         |
| <b>For the use of Office of the Registrar:</b>   |                        |                            |
| Leave Approved:    Yes <input type="checkbox"/> NO <input type="checkbox"/> Reason: _____  |                        |                            |
| Year Chair Informed: Yes <input type="checkbox"/> NO <input type="checkbox"/> Date: _____  |                        |                            |
| Coordinator Informed: Yes <input type="checkbox"/> NO <input type="checkbox"/> Date: _____   |                        |                            |
| Work plan required:    Yes <input type="checkbox"/> NO <input type="checkbox"/> Work plan received: _____  |                        |                            |
| Student Informed:    Yes <input type="checkbox"/> NO <input type="checkbox"/> Signature of student: _____    Date: _____   |                        |                            |
| Comments: _____  |                        |                            |



## **Selectives and Electives**

## 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 3<sup>rd</sup> 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 One45. 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)<sup>4</sup> in a teaching or private hospital<sup>5</sup>. 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 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.

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<sup>4</sup> 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.

<sup>5</sup> 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.

## **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 One45.

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.

## **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 Development And Counselling**

## **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.

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 are not charged for separately and 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](mailto: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 [student.counsellor@aku.edu](mailto:student.counsellor@aku.edu). Student counselors can also be contacted through phone by calling SD&C offices at ext. 4456, or at ext. 1018. Counselling appointments are held at both the offices located at ground floor, private wing and at room # 77, ground floor, in the block outside male hostel.

### **Group Counselling 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.

### **Psychiatric Services**

These are available at the Psychiatry Clinic JHS Building Ground Floor. Please write for an appointment by email: [student.psychiatrist@aku.edu](mailto: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 Development & Counselling Team**

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

The team currently comprises of:

Dr. Hadia Pasha  
Manager, Student Development and Counselling

Ms. Anita Zohaib  
Senior Student Counsellor

Ms. Amima Salam  
Senior Student Counsellor

Dr. Aisha Sanober  
Student Psychiatrist

**THE AGA KHAN UNIVERSITY**

**Student Health Service Plan  
2018**

**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
  - v. Dental Hygiene
- 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 2018 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 Masters 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 8:00 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.

## 12.0 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.

## **Graduation and Convocation Information**

## Graduation and Convocation

### Forward planning: preparation for higher education

#### Medical School Performance Evaluation (MSPE)

Medical School Performance Evaluation (MSPE) request must be made within two years of graduation. Our office will be unable to prepare a MSPE beyond this time as verification of information is not possible. MSPE letter can be requested from the Office of the Registrar, Student Records Office; a minimum eight weeks lead time is required to process your request. 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.

#### 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](http://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](mailto:salim.valani@aku.edu).

**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.

### **Information to upload Medical School Transcript and Medical School Performance Evaluation (MSPE) at ERAS Web Portal:**

To upload your documents at ERAS Web Portal, students and graduates must ensure the following:

- Please submit the scanned copies of Transcript and MSPE letter through email.
- Kindly make sure that the soft version is according to the electronic specification provided by ERAS Web Portal.

### **Electronic Specifications for 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 MSPE 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 MSPE Letter/Coversheet.
- The MSPE Letter should **manually signed** by the Dean. Electronic Signature is not acceptable.

**Electronic Specifications for Submitting a Letter of Recommendation (LoR) – to be uploaded by Letter Writer**

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: You are advised to request your referee to recheck the way your 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

**Application for Fellowship Programme:**

All fellowship applicants are required to generate a separate online request for uploading the document on EFDO Medical Institution Document Upload Service (MIDUS). The office of the Registrar will upload your transcript and MSPE Letter on the link provided.

**New process for LoR uploading on ERAS:**

From ERAS 2016 onwards, the process that has been followed since 2014 has changed. The letter of recommendation must be uploaded by you or your 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 2018 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 via email; presence of the applicant is not required. The applicant will be notified via email once the documents are uploaded.
- ii. All graduates and student are required to take the financial clearance from the Student Finance office. Without financial clearance the documents cannot be uploaded on web-portal.

**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 at extension 5454 (Direct calling No. +92-21-34865454) at the Registrar's Office Counter, School of Nursing and Midwifery.
- Appointment will be available on '**FIRST COME FIRST BASIS**' and **only ONE appointment** can be given to each student/ graduate. We will be uploading transcript and MSPE letter altogether in this **ONE appointment**.

**Available slots 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  
Office of the Registrar

Location: Registrar's Office Counter, School of Nursing

E-mail: [student.records@aku.edu](mailto: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](mailto:shaista.ali@aku.edu)  
[saadiya.siraj@aku.edu](mailto:saadiya.siraj@aku.edu)  
Tel: (92-21) 34930051 Ext. 5449/5479  
Direct: (92-21) –34865449/5479