



THE AGA KHAN UNIVERSITY

School of Nursing and Midwifery

**SUPPLEMENTARY
STUDENT HANDBOOK**

**To be read in conjunction with the
Undergraduate Programmes Student Handbook
available at**

<https://www.aku.edu/admissions/Documents/undergraduate-handbook.pdf>

**Stadium Road, P.O. Box 3500, Karachi 74800, Pakistan
www.aku.edu**

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

Table of Contents

	Page No.
<u>Section I – First week at AKU & Orientation</u>	1
1. Taking Residence	2
2. Orientation & Registration	4
3. Office of the Registrar	5
4. Important Contacts	5
<u>Section II – Life at AKU</u>	6
1. Code of Conduct & Disciplinary Procedures	7
2. Student Academic Integrity Policy	7
3. Confidentiality of Student Records	7
4. Dress Code	8
5. Student Anti-Harassment Policy	8
6. Student with Outstanding Account with the University	8
7. Names on Degree, Diploma and Certificates Policy	8
8. Facilities on Campus	9
• Lockers	9
• Lost and Found	9
• Safe Disclosure	9
• Food Services	9
• Takeaway Corner	10
• University Tuck Shop	10
• Bank and ATM's	10
• Prayer Area	10
• Notice Boards	10
• Mail and Dispatch	11
• Internet Access	11
• Transport	11
• Students' Lounge	11
• Sports and Rehabilitation Centre	11
• Basic Store	12
• Health Facilities	12
• Security on Campus	12
• Security Emergency Response Service	12
• Self-Access Centre	13
9. The Sports and Rehabilitation Centre	14
10. The Faculty of Health Science Library	17
11. Audio Visual and Learning Resource Centre	20
12. Defining a Student at AKU	24

13. <u>Student Services</u>	25
• Bona fide and Reference Letters	25
• Attestation Service	25
• Verification Service	25
14. <u>Student Finance</u>	27
• Student Finance Office	27
• Tuition and Other Charges	27
• Banking Details	27
• Financial Assistance Programme	29
• Scholarships	30
15. Student Advisor	31
16. Student Health Service Plan	32
17. Student Development and Counselling	32
18. Student Activities	35
<u>Section III- Academic</u>	41
1. Higher Education Commission	42
2. Pakistan Nursing Council (PNC)	42
3. Academic Standards	43
• Attendance Policy	43
• Emergency Leave	44
• Medical Leave	44
• Other Leave	44
• Leave for Conference/Presentation	44
• Maternity/Paternal Leave	44
4. Joining of Semester	45
5. Freezing of Semester	45
6. Principles of Assessment	45
7. Grading Scale	45
8. Examination Protocol	45
9. Sharing of Assignment /Exam papers with students	46
10. Assignment Extension Policy	47
11. Exam deferral	47
12. Progression Policy	47
13. Academic Probation	48
14. Repeating a Course	48
15. Repeating Year	48
16. Incomplete	48
17. Failure	48
18. Dismissal	48

19. Course Duration (HEC Policy)	49
20. Transcripts	49
<u>Section IV- Clinical Standards</u>	50
1. Safe Clinical Practice	51
• Safe Clinical Practice	51
• Unsafe Clinical Practice and Unethical Behaviours	51
• Clinical Evaluation Guidelines and Tool	52
• Unsafe Clinical Practice and Unethical Behaviours Process	52
2. Policies for Clinical Practice	53
• Dress Code	53
• Punctuality	54
• Attendance	54
• Tea Break/Lunch Break	54
• Communication	54
• Absence/Sickness	54
• Accidents or Errors	54
• Clinical Skills	55
• CPR Certification	55
3. Internship (For BScN)	55
4. Academic Committees and related staff members	55
<u>Section V- Graduation & Convocation</u>	56
1. Convocation Ceremony and all formalities related to graduation	57
• Student Health Card	57
• Hostel and Lockers	57
• Alumni Registration	57
• Financial Assistance documents	57
• Convocation Events	57
• Regalia/Jamiaposh	57
• Degrees in absentia	58
<u>Appendix:</u>	
A. <u>School of Nursing and Midwifery</u>	
B. <u>Awards</u>	
C. <u>Code of Conduct & Disciplinary Procedures</u>	
D. <u>Student Academic Integrity Policy</u>	
E. <u>Confidentiality of Student Records</u>	
F. <u>Dress Code</u>	
G. <u>Student Anti-Harassment Policy</u>	

- H. [Student with Outstanding Account with the University](#)
- I. [Board of Student Academic Appeals](#)
- J. [Names on Degree, Diploma and Certificates Policy](#)
- K. [Student Health Service Plan](#)
- L. [Evaluation of Clinical Performance](#)
- M. [Skills and Competency Assessment](#)
- N. [Evaluation of Clinical Performance](#)
- O. [Skills and Competency Assessment](#)
- P. [Post Remedial Clinical Evaluation Form](#)
- Q. [Student's Progress Report](#)
- R. [Anecdotal Record](#)
- S. [Learning Plan](#)
- T. [Documentation of Unsafe Practice/Unethical Behaviour Process](#)
- U. [Request for extension of Assignment](#)
- V. [Student Withdrawal and Refund](#)
- W. [Part Time Programme Planner \(Post-RN BScN\)](#)
- X. [Mitigation Form](#)

First Week at AKU & Orientation

Taking Residence

ACCOMMODATION WITHIN THE AGA KHAN UNIVERSITY HOSTELS

This section must be read in conjunction with hostel rules available in this information package.

The Aga Khan University through its on-campus and off-campus hostels provides accommodation to out-station students who have no alternate accommodation in Karachi. These hostels provide furnished, single/shared room accommodation to students. Air-conditioners have been installed in each of the on-campus hostel rooms. There will be a separate charge for this facility. Each off campus hostel has an air-conditioned common room.

The expectation is that hostellites will treat these facilities with respect and honesty, and portray behavior which is commensurate with the objectives of the University.

Those students who wish to seek hostel accommodation should submit their request as soon as they receive the acceptance letter from their respective programmes. Since space is limited, priority is given to students who are not residents of Karachi.

Students seeking hostel accommodation should read and understand the hostel rules before signing the hostel registration form. The following is an overview of the rules. In their own interest, students must read the detailed rules provided at the time of registration.

Accommodation in the male and female hostels is assigned after the application is approved by the relevant hostel manager, based on availability of space. It may be mentioned that the female hostels exclusively accommodate female students.

To take care of the diverse needs of the residents and also to ensure the implementation of rules and regulations, there is a full time staff. The hostels are manned round the clock and duty staff is responsible for the safety, security and upkeep of the hostels. Residents are required to extend to them their fullest cooperation.

Living in a hostel

This may be a first time experience for many students. And we understand that living away from home can be quite challenging, particularly as managing your life away from home, in the hostel, is your own responsibility. Please feel free to seek our assistance as required.

To live comfortably, we recommend that you follow these guidelines.

1. Register at the hostels' reception when leaving and returning from vacations or leaving the campus for any reason.

2. Return to your respective hostel by 11:00 PM at the latest.
3. In case you are on clinical in the hospital or are expecting to arrive late; please inform the respective hostel duty staff; make a notification in the register kept on the reception; provide a contact number and address so that we know where you are in case of any unforeseen circumstances.
4. You must look after your room key. One will be provided to you upon registration. And this must be returned when vacating the room. Should there be any damage/ loss of key, please file a report with the hostel management. This is essential for security reasons. Processing of new key for the first time will cost Rs. 300/- and for the second time it is Rs. 600/-. Do not make duplicate keys; if found out, the hostel reserves the right to ask you to vacate the hostel.
5. You must look after your personal belongings. Hostel management will not be responsible for any theft, loss or damage; you may place your valuables in the safe with the Manager.
6. During the summer and winter break, if your holidays are up to 3 weeks, you will be required to completely vacate your room. You must pack your belongings, mark and identify them, and keep these in the space made available for the purpose in the hostel. The University reserves the right to clean, paint, renovate and fumigate your room during this time.
7. You must contact the Hostel duty staff for any routine medication. During working hours you should contact the Student Health Physician. During the evening, please contact the hostel staff on duty immediately. They will make arrangements for you to visit the Hospital Emergency Room.
8. Please note that AKU has been declared a Smoke Free Zone. Smoking is strictly prohibited within the hostel premises.
9. Liquor is also not allowed within the hostel and campus premises.
10. Keep the room clean. Housekeeping staff is not authorized to clean the hostellites rooms. During surprise round if your room found dirty, housekeeping staff will be tasked to clean your room and you will be charged for that.

Payment of Hostel Fee

Hostel fee for 2019-2020 academic year is shared in fee structure. This must be paid a week in advance of the new month. Non-payment of room rent will result in withdrawal of hostel facility. At the time of registration, students must send one month hostel rent as the hostel deposit. Payment plans for room rent is not accepted.

Orientation

Starting at university is a busy time, with lots to do and masses of people to meet. To guide you through the process and make you feel comfortable here, the Office of the Dean of Students (ODOS) has planned an Orientation programme for you.

The Orientation week will help you to know:

- Important aspects of the Nursing/Midwifery Curriculum at AKU
- Examination and Promotion Policy
- Where to eat and drink
- How to get involved in clubs and societies
- How to start playing sports
- How to get involved with music and art
- How to use the library
- What financial support is available to you
- And above all what is expected of you

Joining of a new semester

Students must join within two days of commencement of orientation in case of failure to join within given time, attendance policy will be applied.

Registration

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

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

Identity Cards

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

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

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

Office of the Registrar

For any information and support during the course of your study you may contact the Office of the Registrar. You will be guided depending on the information required.

Students' Personal Record: Students must inform the Student Records Office, section of the Office of the Registrar, located within the School of Nursing and Midwifery, in case there is a change in address or telephone numbers as soon as a change takes place; students must update the address and telephone numbers and on AKUROSS through Self-service.

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

Important Contacts

Office	Email	Ext
Dr. Laila Akbarali Interim Vice Provost, Student Affairs and Services & University Registrar	registrar@aku.edu	4408
Admissions Office	sonadmission.query@aku.edu	5406
Student Records Office	student.records@aku.edu	5408/ 4442
International Office	nasreen.sheikh@aku.edu	5456
Office of the Registrar Counter (SONAM)	arsalan.chapsi@aku.edu	5140/5454
Finance Office	student.finance@aku.edu	2418/ 2403
Male Hostel	tabassum.nadeem@aku.edu	4420
Female Hostel	mehrunissa.kabani@aku.edu	5455

Life at AKU

Code of Conducts

Code of Conduct and Disciplinary Procedure

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

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

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

Details on the AKU Code of Conduct and Disciplinary procedure are given as [Appendix C](#).

Student Academic Integrity Policy

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

The University has Student Academic Integrity Policy, which is given as [Appendix D](#).

Confidentiality of Student Records

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

Details on the Confidentiality of Student Records are given as [Appendix E](#).

Dress Code:

Students are expected to follow the dress code as per university policy [Appendix F](#).

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

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

Student Anti-Harassment Policy:

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

Details on the Student Anti-Harassment Policy are given as [Appendix G](#).

Student with Outstanding Accounts with the University:

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

Details on the Student with Outstanding Accounts with the University are given as [Appendix H](#).

Names on Degree, Diploma and Certificates Policy:

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

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

Details on the Names on Degree, Diploma and Certificates policy are given as [Appendix J](#).

Facilities on Campus

Lockers:

Lockers are available on Campus for students' use. All non-hostilities can obtain a locker by contacting the SONAM Administration (Ext. 5405 / 5474, located ground floor, room # 109. Rules and Regulations for Lockers are as follows:

- Possessions kept in the locker are the Student's responsibility. The University is not responsible for the loss, damage or destruction of students' property.
- Complaints about vandalism, theft, etc. should be made to the Security Department.
- Transferring of the locker to any other student is strictly prohibited; lockers are for the assigned student only.
- Cost of the lock is Rs. 100/=and deposited with SONAM Administration.

Lost and Found:

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

In cases where one loses or finds something, it needs to be reported to the SONAM Administration for their advice. An incident report form must be completed, available online on AKU Web Portal (www.aku.edu) click Portal, select Incident Reporting form, and submit online to the Security department for necessary action.

Safe Disclosure:

Students may report improper activity such as fraud, harassments, theft, abuse, etc online (<http://betaportal.aku.edu/IAD/Pages/Safe-Disclosure.aspx>). Policy details are available online (<http://betaportal.aku.edu/IAD/Pages/Safe-Disclosure.aspx>)

Important: student must read the Student Code of Conduct and Disciplinary Procedure (<https://www.aku.edu/admissions/Documents/policy-code-of-conduct-009.pdf>) and Student Anti-Harassment Policy (<https://www.aku.edu/admissions/Documents/policy-anti-harassment-028.pdf>)

Food Services:

Students can have their meals in the Main Dining Hall which is open twenty-four hours and located on the 1st floor of the Main Hospital Building. Refreshments are available when meals are not served.

The Professional Dining Hall and the CHC Cafeteria 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 04.30 pm. There is a special arrangement for students to eat dinner in CHC cafeteria from 07:00 pm – 10:45 pm all year round.

CIME Outlet near the Rufayda Courtyard open for breakfast, lunch, and snacks from 9:00 am to 4:00 pm

Takeaway Corner:

The location of the shop is adjacent to Executive Dining Hall (EDH) and Main Dining Hall. The shop timings are from 10:00 am to 7:00 pm, 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. The tuck shop serves hot and cold snacks, cold drinks, ice cream, etc. The Tuck Shop remains open from Monday to Saturday.

Bank and Use Cash Machine (ATM):

Soneri Bank Branch located opposite the Jena Bai Hussainali Sharif Building

Soneri ATM Cash Machines Locations:

- Near Soneri Bank, opposite Jenabai Hussainali Sharif Building
- Emergency Expansion, between main hospital entrance and emergency services
- Service Building, opposite Nazerali-Walji
- University, opposite auditorium
- Private Wing, ground floor

HBL ATM Cash Machines Locations:

- Consulting Clinic Building, outside against the wall
- Sports and Rehabilitation Centre
- Intensive Care Unit (ICU), first floor Main Hospital Building
- Beside Nazerali-Walji Building

The Aga Khan University Hospital does not bear any responsibility for your financial transactions, cash withdrawals, cash safety or any other banking processes.

Prayer Area:

A segregated prayer area for men and women is located behind the Main Laboratory. Prayer facilities are also available on the 1st floor, CIME above the CIME outlet.

Notice Boards:

Official notice boards are located at different locations within the SONAM

- Class Room 2A/2B for BScN Year 3 and 4
- Class Room 6 and 7 for BScN Year 1 and 2
- Inside the MScN lounge for MScN

These notice boards contain official announcements about academic activities.

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.

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

Internet access:

Student can access the internet using Wi-Fi available across all over campus. Hostel students can get the password from the Hostel Coordinators. Day scholars may contact the Office of Dean of Students.

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.

Day Scholar may contact transport contractors in person to avail the facilities. For transport contractors details contact SONAM administration (important – the SONAM administration is not responsible for any coordination).

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

Hostilities may request for AKU transport in cases of emergencies, and airport pick up and drop by contacting respective hostel Managers – male hostel (Ext 4420) and female hostel (Ext 5455) on payment basis.

Students' Lounge

Students' Lounge is located on the ground floor at Rufayda Al-Aslamiya Building. The lounge remains open 24/7. The newly renovated student lounge has vending machine facilities which include a coffee machine. The lounge has Quiet Zone, TV lounge and main sitting area. Access to the lounge is through student ID card.

Sports and Rehabilitation Centre

For the 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 machines and free weights and qualified staff available to design personalised training programmes; a gymnasium which is used for indoor basketball, badminton,

volleyball, netball 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 a playing surface of the 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 throwball.

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 aerobics room, a fully equipped snooker and billiard room, two indoor games rooms for chess and scrabble, an outdoor volleyball court and a children's play area. Students will be required to bring their own sports gear e.g., badminton racket, shuttlecock, table tennis racket, tennis racket, etc.

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 are 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 visit 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 before 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 is 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 to emergencies. To activate ERT in time of your need you just have to call Security Control at Ext. # 1900/2682 and state the nature of the emergency. Immediately 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 audiovisual support and learning opportunities to the faculty, students and staff for curricular and extra-curricular activities at the university.

For any further assistance contact Manager, Office of the Dean of Students at ext 4535 or visit personally to the office, located CIME Ground Floor.

Self-Access Centre (SAC)

Self-Access Center (SAC) is a computer center located at AKU-SONAM. This facility is available for the students of AKU-SONAM. Guidelines for the use of the Center are as follows:

1. SAC is open from 0900 to 18:30 hours, Monday through Friday.
2. No one would be permitted to enter the SAC premises without their official AKU identity card
3. All users must sign in and sign out
4. Loud conversations and cell phone conversations are not permitted
5. Food and drinks are not permitted
6. Maximum of two students per PC are allowed as long as they do not distract others.
7. Installation of any software is not permitted
8. Printing facility is available per student 10 page per month.
9. Users of SAC are requested to log off after completion of their work and before leaving SAC. If users fail to do so, the lab administrator will log them off without notification.

The Sports and Rehabilitation Centre

The Sports and Rehabilitation Centre (SRC) offers facilities of International standards for various indoor, outdoor and water sports. The Sports Centre membership is open to all Employees, Alumni (their spouses and children), Students, Volunteers, Retired employees and Trustees of the Aga Khan University (AKU). Students automatically become members of the Sports Centre upon registration with the AKU. The students' membership of the Sports Centre culminates upon completion of the respective academic programme. The Centre is open seven days a week (unless otherwise notified), Monday through Friday from 7:00 am – 9:00 am and 12:00 pm – 11:00 pm and Saturday and Sunday from 09:00 am to 11:00 pm.

Facilities available:

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

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

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

- ii. **Gymnasium:** A multipurpose State of the Art centrally air-conditioned Gymnasium, with playing surfaces (maple wood flooring) of International specifications. In the gymnasium one can play Badminton, Table Tennis, and on the convertible multipurpose court: Basketball, Volleyball, Netball, and Badminton. Students need to bring their own sports gears/equipment's i.e. badminton, table tennis rackets, shuttles and table tennis balls while basketball and volleyball are placed in the Gymnasium for practice purpose. Moreover, the gymnasium is equipped with automated bleachers and can house 1,220 people for tournaments and ceremonies.
- iii. **Tennis Courts:** There are 4 Tennis Courts of international standards with appropriate lightings; one of the courts has a practice wall for the starters.

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

- iv. **Squash Courts:** There are 2 international standard air-conditioned Squash Courts available with appropriate lighting, wooden floors and a glass back wall. Bleachers have been placed for viewers to enjoy the game.
- v. **Weight Training Room:** There is a State of the Art Weight Training (fitness) Room equipped with Weight Training Equipment and Fitness Machines placed in an air-conditioned environment for members to build muscles or shed weight.
A professional trainer is available from Monday thru Thursday from 6:00 pm to 10:00 pm to guide and assist members using the equipment's/machines.
- vi. **Aerobic Room:** Regular Aerobic/Zumba sessions are held for ladies. This room is also used by women as it is equipped with fitness machines.
- vii. **Snooker/Billiard Room:** Fully equipped with one of the best Snooker/Billiard Table for use by all members on the 1st floor of the Sports Centre (*Cues are available upon request*).
- viii. **Indoor Game Room:** An indoor game room on the 1st floor of the Sports Centre with facilities to play Carom, Chess, Scrabble, Ludo etc.
- ix. **Outdoor Volleyball Court:** A beach volleyball court adjacent to the tennis courts with lights are a favorite activity of members in the evenings.
- x. **Children's Play Area:** A compact children play area for young children and toddlers to enjoy while their parents use other facilities.
- xi. **Dual Cricket & Football Ground:** A dual lush green Cricket and Football Ground has three international standard turf pitches. A specially made turf wicket to play Tape-ball Cricket is also available. Movable goal posts have been placed to play football on the designated days.
- xii. **Walking/Jogging Track:** A 500 meters walking/jogging track around the lush green Cricket/Football Ground provides a fresh breath-taking environment to both internal and external users.
- xiii. **Cricket Nets:** Two turf pitches and a cemented pitch are available for practice in the fully covered Cricket Nets. A bowling machine is also available for team practice upon request.
- xiv. **Snack Outlet:** This outlet provides healthy snacks and is open daily from 8:00 am to 10:00 pm.
- xv. **Tea Garden and Bamboo Shed:** Surrounded by planters, trees and a lush garden give a very relaxing atmosphere for members to sit under the Bamboo Shed and enjoy the snacks and

healthy food. Garden chairs and tables have been provided for the convenience of members.

Sports coaching:

The Sports Centre also offers coaching by professional coaches for numerous sports including Aerobics and Zumba, 6 weeks fitness programmes, Yoga, Swimming, Tennis, Squash, Badminton, Table Tennis, Snooker/Billiard, Basketball, Tae-Kwon-Do, Music, In-line Skating, Football and Cricket (for details contact the Sports Centre Reception Ext: 1660/1661).

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

Required Dress Code for using Sports facilities:

When visiting the Sports and Rehabilitation Centre, students are strictly advised to wear appropriate sports gear and Non-marking Joggers only.

Please Note:

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

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

The Faculty of Health Sciences Library

Introduction:

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

New Additions:

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

Library Holdings:

The library contains more than 27,000 books in print, and provides online access to more than 100,000 eBooks. The library also houses 24,000 bound volumes of scholarly journals

Online Databases:

Library has online access to 8,500 journals available from 25 different online resources. Some of the most popular databases are *Science Direct*, *Lippincott Williams & Wilkins*, *Journals @Ovid*, *WileyInterScience*, *Cochrane Library*, *UpToDate*, *ClinicalKey*, *ClinicalKey for Nursing*, *Ebrary*, *Springer*, *Web of Science*, *Dentistry and Oral Sciences*, and *PubMed*.

PubMed Linkout:

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

Safari (AKU Libraries Online Catalog):

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

eCommons(Institutional Repository):

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

Library Services:**User's Advisory and Reference Services:**

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

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

Electronic Document Delivery:

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

Indexing of Pakistani Journal Article:

Medical Journals published in Pakistan are indexed by FHS Library and can be searched using FHS Library online catalog.

Citation Verification Service:

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

Off campus Access to Online Databases 24X7 (Limited Access):

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

Library Access Policy:

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

Borrowing from Library:

Following are the Borrowing Rules of FHS Library.

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

Discipline in the Library:

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

Library Timings:

JIVRAJ LIBRARY Opening Hours

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

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

KURJI LIBRARY Opening Hours

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

Sunday Closed

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

Library Contacts and Addresses:

The Faculty of Health Sciences Library

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

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

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

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

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

Audio Visual - Learning Resource Centre

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

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

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

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

Learning Resource Centre

Learning Resource Centre (LRC) was added in the university in 1995 considering the need of computer lab for student, faculty and staff. Users may use this facility for teaching, research and for other departmental activities. Currently the LRC comprises of over 80 workstations. The users have free internet access, printing and scanning facility is also available at LRC. The Centre opens 14 and half hours a day from 8:00 am to 10:30 pm six days a week (Monday-Saturday).

Audio Visual Library

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

Digital Designing

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

This section also has a variety of scanners such as flatbed scanner, 35mm slide scanner and an X-ray scanner to digitise the material. A wide range of colour printing from A0-A8, B0-B10 sizes and large size banners from 3 feet to 100 feet available using large format color plotter; this facility makes AV-LRC unique with other libraries. Lamination service of ID cards up to A3 size is also available.

Photography

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

A proper studio for digital photography has been setup. Passport and profile photos exposing and printing service is also available for AKU students. Prior booking is required to use this facility.

Video Production

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

Equipment Borrowing

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

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

Equipment available for Loan

- Multimedia Projectors
- Laptops
- Overhead Projectors
- 35 mm Slide Viewers
- Projection Screens
- Laser pointers
- Slide Changers
- Small Speakers
- Digital sound recorders
- Poster carriers

Rules

Learning Resource Centre user guidelines

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

- Users must present their AKU ID cards to access control system in order to enter LRC.
- No one will be allowed to enter the AV-LRC premises without an ID card.
- Discussion and loud conversation is prohibited as it causes disturbances to other users.
- Eating and drinking is strictly prohibited in AV-LRC area.
- The centre will close exactly at 10:30 pm.
- Maximum two students are allowed on one PC provided they work discretely and do not disturb others.
- Installation of any software is forbidden on any PC by the users.
- Users are to take care of their personal belongings; LRC staff is not responsible for any lose.

Audio Visual - Equipment borrowing guidelines

- Equipment requests should be made at least two days in advance.
- Due to equipment scheduling conflicts and limited resources, we cannot guarantee orders placed after the deadline of two days.
- Equipment is available on a first come, first served basis.
- Equipment may be picked up from AV-LRC between 8:00 am to 5:00 pm Monday through Friday.
- Last minute requests can be honored only if the equipment is available.
- Equipment that is not picked up at the arranged time will be lent out to those on a waiting list.
- Information of whether a piece of equipment is available for loan may be obtained by contacting the AV-LRC at ext. 4449 or 4443.
- Requests to reserve equipment can be made via email at lrc.services@aku.edu .
- Please ensure that you have a booking confirmation via email of the required equipment from the AV-LRC staff.
- At the time of check-out a valid identification card or its equivalent must be presented and a signature for the equipment is required.
- Individuals who sign out equipment are responsible for it during the loan period, and all borrowed equipment must be returned by the time indicated on the sign out form and in good working order.
- The AV-LRC must be informed of any equipment malfunctions as soon as they occur. We reserve the right to charge a lender for lost, stolen or broken equipment.
- Untimely return of equipment without valid reason will result in withdrawal of booking privileges.
- It is the responsibility of the user to pick up and return the equipment regardless of the location.

- Requests for equipment by student, who require the equipment as part of a course, must be made by the faculty member.
- If the reserved equipment is not needed it is requested that the reservation be cancelled as early as possible so that the equipment can be loaned to other users.
- You should know in advance how to operate the equipment that you requested. However, you are more than welcome to make an appointment with a member of our staff to learn how to operate any equipment.
- The AV equipment is to be used for academic purposes; the charges are to be paid by the user for any other use of equipment.
- The equipment should only be used within the premises of stadium road campus

Defining a Student at AKU

Student status is linked to enrolment at the University. An individual is considered to be a student while s/he is eligible to continue in the programme of studies in which they were admitted.

NOTE: A student remains enrolled until successful completion of the final year exams and the announcement/approval of results. A student, who has not cleared/passed this final assessment, remains “active” and continues to be considered a student.

Upon completion of the programme of studies (graduation), or upon receipt of notice from the university that the student has been granted a leave of absence, suspended, withdrawn, discontinued, rusticated or otherwise notified that s/he is not eligible to continue studies, the individual is no longer considered to be a student.

Student status is not linked to the Convocation. An individual who has completed her/his programme of study, but has not yet been awarded his/her degree or diploma at Convocation, is considered to be a “graduand”. Once the individual has received his/her diploma/degree, s/he is considered a ‘graduate’ or ‘alum’ of the university.

The University tries to organize the convocation as close to the completion of exams to facilitate attendance of graduands.

Office of the Registrar, January, 2020

Student Services

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

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

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

Attestation Service: Requests on the prescribed form for attestation can be submitted to the Office of the Registrar (Student Records Office).

Attestation charges: First 5 copies are free; additional copies are Rs. 50/= each.

Attestation request processing time: minimum 5 working days.

Please note that no document(s) will be attested without seeing the original.

A copy of the Request Form is available at

<https://www.aku.edu/admissions/Documents/official-document-request-form.pdf>

Verification Service: The Student Records Office offers a number of enrolment and student records verifications to current and former students.

Types of Verification

Bona fide Letters: A copy of the Request Form is available at

www.aku.edu/admissions/Documents/bonafide-letter-request.pdf

Degree / Diploma Verification: A copy of your degree / diploma should be submitted to the Student Records Office.

Degree / Diploma Replacement: Refer to University Policy # 020

(www.aku.edu/admissions/Documents/policy-replacement-parchment-020.pdf). For further information contact salim.valani@aku.edu

Graduation Date: For currently enrolled students in their final year of study, the Student Records Office will provide the “expected” date of graduation on the verification forms or relevant applications for scholarships.

Transcripts: www.aku.edu/admissions/Documents/transcript-request-form.pdf

Processing Time

The normal processing time is 10 working days.

Dispatch of Documents

Documents are dispatched via regular mail.

Courier service is available upon request and payment of the courier charges. Please confirm the charges at the time of making your request.

The Student Records Office cannot take responsibility for the delivery of the mail. Where a courier service is used, the tracking number will be provided upon receipt of the same from the courier company.

Fee and Payment:

All applicable fees must be paid prior to the provision of service. Receipts must be submitted along with the request form.

Payments may be made directly to the cash office at AKU or through online transfers. The web-links for online payments are as follows:

- Pay Online: <https://payonline.aku.edu/>
- Banking Details for Local Students:
<https://www.aku.edu/admissions/Documents/banking-details-local.pdf>
- Banking Details for Overseas Students:
<https://www.aku.edu/admissions/Documents/banking-details-overseas.pdf>

Payments may be made by authorized persons on behalf of the requestor. A Student Information Release Form must be completed. <https://www.aku.edu/admissions/Documents/information-release-form.pdf>.

NOTE: Requests from individuals who have an outstanding account with the University cannot be processed. Where fees are outstanding, the Registrar's Office can only process requests / provide documents upon receipt of written correspondence from the Finance Office stating that all fees have been paid or satisfactory arrangements have been made.

Contacts

Student Records Office
Office of the Registrar
Aga Khan University
P.O. Box 3500, Stadium Road
Karachi 74800 Pakistan
Email: student.records@aku.edu

Office Hours

Student Records Office: Counter timings – Monday – Friday, 9:00 am – 5:00 pm

Cash Office: Monday – Friday, 9:00 am – 4:00 pm (Lunch Break 12:30 pm -13:30 pm)

Student Finance

Student Finance Office

This office is responsible for billing and collection of tuition, hostel and other dues.

Tuition, Hostel and Other Dues

It is the student's responsibility to ensure that University dues are paid according to the published schedule and as sent by the Student Finance Office. Students and their parents may please note that payment of tuition fees and other charges is a committed responsibility and that the commitment should be respected. Non-payment of tuition, hostel and other dues on the prescribed dates may lead to disciplinary action, including suspension from classes, clinical clerkships and examinations.

Payment mode: As per Higher Education Commission (HEC) compliance requirements, University is not authorized to collect fee in cash. Therefore, fee in cash cannot be deposited to AKU's cashiers and in our bank account.

Banking Details for Resident Students: All resident students may pay through a bank draft or pay order in favor of "The Aga Khan University" and drawn on a bank in Karachi. Cheques are not acceptable. Resident students can deposit amount in (PKR only) at any of the branches of below mention banks through online banking facility and email soft copy of deposit slip or bank notification at student.finance@aku.edu

Account Title	The Aga Khan University	The Aga Khan University
Bank Name	Soneri Bank Limited	Habib Bank Limited
Branch Name & Code	AKU Branch Branch Code 0024	Karsaz Branch Branch Code 0896
Account #	20000014401	0896-79006003-01
NTN #	1206240-5	1206240-5
IBAN #	PK93SONE0002420000014401	PK27 HABB 0008967900600301

Banking Details for Non-Resident Students: The University has made the following options available to help you settle your fees quickly and efficiently.

Online Funds Transfer from any bank to University Foreign Bank Accounts: All Non- Resident Students and their parents can deposit amount in foreign currency bank account through online banking facility. Bank details are as follows:

Account No	0786-79014650-11	05-0085242-01
Account Title	The Aga Khan University	The Aga Khan University
Bank	Habib Bank Limited	Standard Chartered Bank
Branch	Plaza Branch-Branch Code 786	Main Branch, I.I Chundrigar Road, Karachi, Pakistan
IBAN No	PK11 HABB 0007 8679 0146 5011	PK02 SCBL 0000 1050 0852 4201
SWIFT Code	HABBPCCA	SCBLPKXXXX
Intermediary Bank Details		
Account with	Citibank N.A. New York, USA	Standard Chartered Bank New York, NY 10048, USA
Swift Code	CITIUS33XXX	SCBLUS33
Beneficiary Account #	36394582	3582-050996-001
ABA Chips	-	UID 057048
Beneficiary Bank	Habib Bank Ltd, Head Office, Treasury, Karachi, Pakistan.	Standard Chartered Bank (Pakistan) Ltd, Karachi, Pakistan
Swift Code	HABBPCCA007	-

The University also offers an online e-payment facility to both Resident and Non-Resident students where you can choose to pay by credit card. Please use following web link to pay <https://payonline.aku.edu>.

Please note that Resident and Non-Resident students must submit acknowledgement of payment given by the bank on the deposit slip should be sent or notify to student finance office or email at student.finance@aku.edu or call at Tel: 92 21 34930051 (Ext # 2403-2421-2418)

Contacts: If there are queries please contact the Student Finance Office +92 21 34930051(Ext. 2403, 2418 and 2421) or email at student.finance@aku.edu . The Cash Office located in campus at Male Hostel courtyard remains open from Monday to Friday during the following timings:

Morning	From 9:00AM to 12:30PM
Afternoon	From 1:30PM to 4:00PM

Financial Assistance for Degree Students

For AKU Employees

Sponsorship - Eligibility Criteria

1. No monetary support is being provided by respective service lines
2. Employees are awarded study leave for the entire period of their studies
3. Students are required to sign a service agreement with Aga Khan Hospital and Medical College Foundation (AKHMCF)

AKU Employees – Financial Assistance

Financial assistance is awarded only after students demonstrate a genuine need and after exploring all other possible avenues of aid. Awards are in the form of interest free student loans with an annual administrative charge of 5% levied from the time of the award of the loan, payable after graduation, along with loan repayments.

Financial Assistance for Non-AKU Employees

Financial assistance for students other than AKU employees is available in the form of Sponsorships and Student loans. All information about financial assistance and / or sponsorship can be obtained from the Office of the Registrar.

Important Note – For both AKU and Non AKU Employees

Student's original Degree shall remain with Institution until the successful completion of services period as per service agreement or complete repayment of loan

The sponsorship option or financial assistance does not cover fee other than Tuition and admission fee. All other fee has to be paid by the student.

Students requiring financial assistance should contact the Office of the Registrar.

Scholarships at the Aga Khan University

At the Aga Khan University (AKU) merit scholarships are awarded to students on the basis of academic performance during the 'later years' of their respective programmes. These are in addition to the need sensitive financial assistance available for students at AKU. Students are not required to apply for this scholarship.

Aga Khan University Scholarship

Eligibility: Full time students in all AKUSONAM undergraduate programmes are eligible to receive this scholarship.

Criteria

Full time students who are in the Top 15% of their class in years II/ III/IV (as applicable) who achieve a cumulative GPA of 3.5 or above are eligible to receive this scholarship.

i. Scholarship includes a cash award of Rs. 25,000 which can be adjusted towards amounts owed to the University; or adjustment towards loans.

ii. *4 year BScN Students on Financial Assistance: **class of 2020 and 2021***

100% of the loan awarded for that particular year is converted into this scholarship

iii. *4 year BScN **class of 2022 and onwards***

50% of the loan awarded for that particular year is converted into this scholarship

iv. *2 year BScN and BScM **class of 2020 onwards:***

50% of the loan awarded for that particular year is converted into this scholarship

Student Advisor

All students are assigned a faculty member who will:

1. Provide guidance related to the courses.
2. Monitor student progress.
3. Counsel students with academic and personal problems. A faculty may advise a self-referral, or refer the student to the student counsellor if needed.

All students are expected to:

1. Initiate appointments to meet their advisor at least 2 times in a semester.
2. Attend additional meetings initiated by the advisor or by them.

Student Health Service Plan

The Student Health Services Plan is applicable for full time students enrolled in programmes 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 one part-time Student Health Physician, one full time student health physician and one full time Student Health Nurse. This team is guided by the Student Health Committee, which reviews the services provided and attends to issues related to the student health services.

For details please visit website - <https://www.aku.edu/admissions/Documents/student-health-services.pdf>

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

Crisis Management: SD&C strives to assist students by providing support during times of crisis, providing advocacy when needed and facilitating problem resolution. A student in crisis will be seen promptly any time the SD&C office is open. The student (or someone assisting him/her) has to inform the counsellor why the need for help is immediate. The Student Counsellor will provide the assistance needed or else will arrange for it if other sources are required.

Psychiatric Services: These are available at the Psychiatry Clinic JHS Building Ground Floor. Please write for an appointment by email: student.psychiatrist@aku.edu
Students do not necessarily need a referral to make an appointment. They can contact the psychiatrist directly.

All visits are kept confidential.

Services Provided:

- Psychiatric evaluation, diagnosis and treatment recommendations;
- Medications (if recommended) with ongoing monitoring;
- Coordination of care and liaise with relevant authorities if needed.
- Crisis intervention
- Referral to Counsellors

Medications:

A written, dated prescription is required.

Prescriptions are to be stamped by Student Psychiatrist.

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

Student Development and Counselling Team:

Student Development and Counselling is staffed with qualified and experienced clinical psychologists and psychiatrist who are available during office hours on all working days. The team currently comprises of:

Dr. Hadia Pasha
Manager, Student Development and Counselling

Ms. Mahnoor Sheikh
Student Counsellor

Dr. Sana Siddiqui
Student Psychiatrist

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:

<u>Committees</u>	<u>Participating Classes</u>	<u>Number of reps. to be elected</u>
Class Representatives (CR)	BScN All 4 Years Post RN BScN Year 1 and 2 Post RM BScM Year 1	1 student from each class

- Class representatives are responsible to represent their class on different committees; attend meetings on behalf of their class and disseminate information as required.
- In cases where class representation is missing on any committee, the Class representatives will be responsible to nominate/elect a student representative for the respective committee.

Publication Committee	BScN All 4 Years Post RN BScN Year 1 and 2 Post RM BScM Year 1	1 Male & 1 Female from each Class 1 student from BScM
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The Committee is responsible for planning and publishing the students' annual magazine in the most befitting way as possible.

Sports Committee	BScN All 4 Years Post RN BScN Year 1 and 2 Post RM BScM Year 1	1 Male & 1 Female from each Class 1 student from BScM
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The Sports Committee is responsible for promoting student sports within their class and for the student body as a whole. Events include the Annual Sports Day; inter class tournaments – basketball, volleyball, badminton, squash, table tennis, tennis etc in consultation with Sports Advisor.

Sports Committee is also responsible for building bridges with all entities within AKU through inter unit sports activities.

Arts & Culture Committee (ACC)

BScN All 4 Years	}	1 Male & 1 Female from each Class
Post RN BScN Year 1 and 2		
Post RM BScM Year 2		

The ACC is responsible for promoting and organizing cultural activities for their class and for the student body as a whole. The activities should not be limited to organizing class parties but should include organization of movie shows, Karaoke night; Bazme Abad, Mushaira etc. Efforts should be made to celebrate important days in Pakistan: Pakistan Day, Iqbal Day etc.

Graduation Book Committee

BScN Year 4	2 Males and 2 Females
Post RN BScN 2	1 Male & 1 Female
Post RM BScM Year 2	1 student

Responsible for publishing the Graduation Book – graduating class

Public Speaking Forum	BScN All 4 Years	}	1 Male & 1 Female from each Class
	Post RN BScN Year 1 and 2		
	Post RM BScM Year 1		

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.

Aga Khan University Club for Theatrics

BScN All 4 Years	}	1 Male & 1 Female from each Class
Post RN BScN Year 1 and 2		
Post RM BScM Year 1		

The Club is responsible to promote talent for interested students through acting, script writing etc. Elected members will be members of the ACT and will be responsible to will organize the Annual Intra University Drama Festival and to promote Arts in the form of Drama.

Faculty Led Committees

Curriculum Committees: **BScN Year 3 and 4** **1 student each from Year 3 and 4**

The Curriculum is responsible to attend meetings and provide feedback/suggestion. The Committee Chair, a faculty member appraises members of their responsibilities at the meeting.

Admission and Progression Committee

BScN Year 3 and 4 **1 student each from Year 3 and 4**
Post RN BScN Year 2 **1 student from Year 2**
Post RM BScM Year 1 **1 student from Year 1**

Elected members is responsible to attend meetings on need basis. The Committee Chair, a faculty member appraises members of their responsibilities at the meeting.

Student Health Committee

BScN Year Year 3 **1 student – male or female from Year 3**
Post RN BScN Year 2 **1 student – male or female from Year 2**

The Student Health Committee is responsible to identify health related problems faced by the students and share it with the Student Health Committee. Attend meetings when invited.

Library Committee

BScN Year 4 **1 student from Year 4**
Post RN BScN Year 2 **1 student from Year 2**
Post RM BScM Year 1 **1 student from Year 1**

The member is responsible to attend meeting and provide feedback/suggestion for improvement of library facilities.

Research and Ethics Committee

BScN Year 2 and 3 **1 student each from Year 2 and 3**
Post RN BScN Year 1 **1 student from Year 1**
Post RM BScM Year 1 **1 student from Year 1**

Societies

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.

From 2018 SONAM students are also part of the Falah.

Student Research Forum

Responsible for research awareness in a wide variety of health related topics, ranging from medicine and public health to molecular cell biology and ethics. The forum also responsible to conduct Annual Students' Health Sciences Research Conference.

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 (CAT, term and final).
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 School including the Library Committee, Student Health Committee, the Admission and Progression Committee and Research & Ethics 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 (ODOS).

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.

Academics

Higher Education Commission (HEC)

HEC is an autonomous regulatory body, accrediting the higher education institutions and universities in Pakistan. It aims to improve the quality of higher education in Pakistan. This governing body is responsible to monitor and facilitate quality of education and standards in Pakistan. Quality assurance division of HEC has uplifted higher education in Pakistan by adopting international standards in evaluation of undergraduate, graduate and postgraduate institution and bringing excellence in teaching, learning and research.

Pakistan Nursing Council (PNC)

The PNC is an autonomous, regulatory body constituted under the Pakistan Nursing Council Act (1952, 1973) and empowered to register (license) Nurses, Midwives, Lady Health Visitors (LHVs) and Nursing Auxiliaries to practice in Pakistan. PNC was established in 1948.

Functions of PNC

- PNC sets the curriculum for the education of Nurses, Midwives, LHVs and Nursing Auxiliaries.
- PNC inspects educational institutions for approval based on established standards
- PNC provides registration (license) to practice.
- PNC maintains standards of education and practice.
- PNC works closely with the four provincial Nursing Examination Boards (NEBs).
- PNC plays an advisory role for the overall benefit of Nurses, Midwives, LHVs and Nursing Auxiliaries in the country.
- PNC maintains an advisory role for the Federal and Provincial Government regarding nursing education and nursing services.
- PNC communicates policy decisions regarding nursing education and the welfare of nurses, taken in Council meetings, to Governments, Nursing Institutions, NEBs and Armed Forces Nursing Services for implementation.
- PNC prescribes penalties for fraudulent registration by intention of pretense, and removes persons from the Register for professional misconduct.

Professional code of conduct

For Professional Code of Conduct national and international regulatory bodies click the below links

For Pakistan Nursing Council:

<https://www.pnc.org.pk/admin/uploaded/Code%20of%20Ethics%20Page2.jpg>

For International Nursing Council

https://www.icn.ch/sites/default/files/inline-files/2012_ICN_Codeofethicsfornurses_%20eng.pdf

For international confederation of Midwives

<https://www.internationalmidwives.org/assets/files/general-files/2019/10/eng-international-code-of-ethics-for-midwives.pdf>

Academic Standards

Attendance Policy

Lack of attendance in scheduled teaching learning sessions/clinical and other learning activities reflects unprofessionalism. Please note that 'professionalism' is an essential component in a nursing Student Performance Evaluation.

- a) Students are expected to attend all scheduled teaching (online and face to face), graded presentations and examination sessions.
- b) Attendance in laboratory sessions, tutorials, academic presentations, field visits, clinical skills sessions and clinics for patient care is mandatory.
- c) Persistent absence from these sessions will become barrier to your progression.

Theory Classes: According to Pakistan Nursing Council, students are expected to maintain 100% attendance in all theory classes. However, in cases of approved leave or any emergency/sickness students may miss up to 15% (cumulative of all courses) in a semester. If students miss more than 15% (cumulative) per semester, he/she will be placed on Academic Probation. If the same behavior persists then student will be asked to withdraw the programme. It is the responsibility of the students to make up the missed content of the class. In order to get leave approval students must contact to Academic Lead/ Registrar office. This policy is in line with HEC regulations. For courses offer through blended mode, students should actively participate in all provided activities.

Clinical/Simulation Lab/Science Lab: Students are expected to maintain 100% attendance during clinical Simulation Lab/Science Lab. Clinical conferences, de-briefing sessions and any other academic activity by the clinical or lab facilitator are part of clinical experience, students should attend regularly. In case of emergency/sickness as approved by the course facilitator, students may miss up to four days (cumulative) of clinical/lab/ skill experience in a semester with genuine reason and final approval of Academic Lead is compulsory.

Students are required make up missed days (for approved leaves) at the end of the semester. There is no provision for make up for unapproved leaves and hence student will get **F** in clinical /lab / simulation and will be require to repeat a course whenever offered next. Student unable to make up the missed days should consider themselves as having

Leave of Absence – Procedure

Complete Leave of Absence form and attach documentation (if required); Form is available on registrar office counter SoNaM and emailed to student.records@aku.edu.



Submit Leave of application form to Office of the Registrar Counter (SONAM).



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

failed the course. Make ups will be schedule at the end of the semester. Students are required to check for their attendance/make ups with the course coordinator.

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. Students are required to inform Office of the Registrar within twenty-four hours at (92-21) 3486-5408/5479 and/or at email address student.records@aku.edu and provide appropriate documentation if required.

Medical Leave: Absence for illness must be certified appropriately by Student's Physician in CHC. Certificates from outside AKUH have to be counter signed by the student's physician after counterchecking. Medical Certificate should be submitted, within five working days along with leave application form, to the Office of the Registrar, Student Records Office. A copy of the Medical Certificate must be submitted to the programme 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 in a semester. The leave cannot be granted during examinations and Clinical related activities. Leave application must be submitted 4 weeks in advance.

Leave for Conference/presentation (approved by the University): Request for Conference Leave during a semester: 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 Academic Lead and collect approval in writing, before going on leave. Approved leave will be recorded in the Student File in Registrar Office. Leave for Conference/ Presentation can only be approved maximum up to seven days (including travel time); upon receiving of work plan from the concerned Academic Lead. Students are advised to plan leave keeping in perspective the curricular requirements.

Maternity/Paternal leave: Maternity leave of up to two weeks can be granted. The Course Coordinator or concern faculty will provide support to the student to make up the missed work during that time. In case Educational Development Project/written assignment is in process, two weeks' extension will be provided in the deadline for the submission of the Educational Development Project/written assignment.

Paternal leave will be provided for three consecutive days at their request, on the birth of their child. A written request for the leave should be made to the academic lead.

Note: Students absent for an examination without prior permission or adequate evidences supporting medical reason from the Student Health Service should consider themselves as having failed an examination. Any unapproved leave is considered unauthorized absence from the school of nursing and will be considered a disciplinary offence. Leave approval should not be sought from course faculty and Academic Lead.

*Immediate family members: parents, siblings, grandparents, immediate in-Laws

Joining of semester

Students must join within two days of commencement of new semester. In case of failure to join within given time, attendance policy will be applied.

Semester Leave of Absence

Refer to below link for undergraduate University Handbook

<https://www.aku.edu/admissions/Documents/undergraduate-handbook.pdf>

Principles of Assessment

1. The passing mark for all nursing and non-nursing courses is 60% (C), except Pharmacology and Mathematics and drug calculations, where students are required to obtain 70% and 100% marks respectively.
2. Minimum cumulative GPA of 2.5 is needed to progress.
3. Students who do not appear for the scheduled assessments due to unacceptable reasons will receive a zero (0) in the assessment. Students will not be allowed to re-sit the missed examination. However, student who has an approved leaves will be allowed to take the missed exam
4. Clinical should be satisfactorily passed as per the given clinical evaluation form ([Appendix L](#) and [Appendix N](#)).
5. Formative assessment shall be conducted throughout the semester. A summative assessment is given at the end of each course.
6. Students will be given an opportunity to re-sit for failure once only in an OSCE or skills performance exam. Student failing the re-sit will be required to repeat the course in order to progress for next level of study.

Grading Scale

Refer to below link for undergraduate University Handbook

<https://www.aku.edu/admissions/Documents/undergraduate-handbook.pdf>

Examination Protocol

- Students are expected to be informed of the schedule of assessments at the beginning of the semester through master plan provided.
- The student is expected to read the examination instructions carefully before starting the exam. If examination instructions are not follow, then student will get zero in that component.
- Students are required to remain in the examination area during the first half of the schedule examination even if they have completed the paper; they may leave at the discretion of an invigilator. Students, who leave the examination area, after handing over their answer sheets, cannot return to the exam room.

- Bring their AKU ID card and all necessary aids/resources specified by the course faculty into the examination venue. Otherwise, they will be asked to leave the exam and will get a zero in the missed component. Student will get maximum passing grade in the missed component after taking missed assessment at the end of semester.
- Refrain from bringing bags, cellular phones, personal audio/video equipment, and other electronic devices into the examination room, unless specifically permitted by the course faculty.
- Refrain from bringing anything valuable into the examination room. The University accepts no liability for lost and stolen items.
- Students will not be allowed to temporarily leave the examination area once the examination has started
- A student will not be allowed to write the exam if he/she arrives 10 minutes after the exam has started. Similarly, for online assessments a student shall be responsible to abide by the instructions of the exam as given by the course faculty.
- If a student is unable to appear for any exam, he/she should provide a written explanation within an hour, or evidence supporting the absence to the Academic Lead. The missed exam will be taken if the explanation/evidence suggests that the absence was inevitable. In this case, the student will be allowed to re- write the exam as first attempt and receive the obtained grade.
- **Group Assessment:** students who fail to appear for group assignment shall be required to submit the evidence of absence, he/she will be assessed separately at the discretion of the course coordinator or will be marked zero for the component, based on the evidences of the leave.

Exam deferral

In extenuating circumstances (as acceptable to the University) if a student is unable to appear in any exam, he/she must submit an application to the concerned course faculty/Academic Lead, prior to the exam. If approved, the student will be allowed to take the exam; as the first attempt. If leave is not approved student will not be allowed to take the exam, until he/she is making required percentage to progress to a new term. In case, if the required passing percentage is not achieved the student will take an exam and resit policy will be followed.

Sharing of assignment/exam papers with students

- Unit test and midterm exam papers will be shown to students. Faculty shall discuss online based exams as per the given guidelines.
- Final exam papers and final assignments will not be handed over to students. Faculty will give feedback on assignments and papers to the students at a scheduled time

Assignment Extension Policy

- All assignments should be submitted on time. In case of extenuating circumstances, a student may submit an Assignment Extension Form to the concerned course faculty, prior to the due date.
- The extension must be approved by the course faculty.
- If the request for an extension has not been accepted, 2% marks will be deducted per calendar day until submission. Late assignments may only be submitted within 24-48 hours of the due date.

Assignment extension form is attached in [Appendix U](#)

Progression Policy

Refer to below link for undergraduate University Handbook

<https://www.aku.edu/admissions/Documents/undergraduate-handbook.pdf>

For Post RN BScN/BScM programme all pre-requisites for any course must be passed in order to register for that course. Registration in a course and its pre-requisite(s) at the same time is not permitted. Some courses may be taken concurrently after discussion with the advisor/Academic Lead.

B. Re-sit policy

Refer to below link for undergraduate University Handbook

<https://www.aku.edu/admissions/Documents/undergraduate-handbook.pdf>

Mathematics and Pharmacology Re-sit Policy (for BScN only)

1. A maximum of 2 re-sits are allowed to pass Mathematics and Pharmacology courses.
2. Mathematics: This course is graded on a Pass / Fail basis.

The minimum grade required to pass Pharmacology is B-, i.e., 70%. If a student passes the pharmacology course on a re-sit exam the grade allocated will be B-. The fact that the student passed in a re-sit will also be indicated on the transcript.

PNC Approved Re-sit Policy for Post RN BScN

Students will be permitted to take only one re-sit examination at the end of the semester, for each of the courses they have failed or, if they receive less than 60% marks

After the re-sit examination, the maximum grade that the student will be given is the "C" (60%), irrespective of marks obtained

Students failing one core and one science subject will be allowed for re-sit. Students failing two Science subjects will be allowed for re-sit

Student failing two core subjects shall repeat the semester and not eligible for Re-sit exam

Academic Probation

Refer to below link for undergraduate University Handbook

<https://www.aku.edu/admissions/Documents/undergraduate-handbook.pdf>

Post-RN BScN Programme: Students who cannot be enrolled in program as full time student can opt for part time studies (Refer [Appendix W](#)) from the start of the program and duration shall not exceed five years However, for part time studies the institutional academic polices shall be applied. Any regular student cannot apply at any time for part time studies once the program started.

Those students who are placed on academic probation will be advised to consider part time studies. Any part time student who has a cumulative GPA of below 2.5 at the end of 2 semesters or on completion of 10 credits will be placed on academic probation. This will continue until they complete 2 additional semesters or a total of 10 additional credits, by which time a GPA of 2.5 must be obtained. Failure to clear academic probation would result in dismissal from the programme.

Repeating a Course

Refer to below link for undergraduate University Handbook

<https://www.aku.edu/admissions/Documents/undergraduate-handbook.pdf>

Repeating a Year

Refer to below link for undergraduate University Handbook

<https://www.aku.edu/admissions/Documents/undergraduate-handbook.pdf>

Remedial Work

Course coordinators will arrange for remedial assignments to make up deficiencies for a student for each failed course, all remedial and re- sit exams must be satisfactorily completed for a student to progress into the next semester.

Incomplete

Refer to below link for undergraduate University Handbook

<https://www.aku.edu/admissions/Documents/undergraduate-handbook.pdf>

Failure

Refer to below link for undergraduate University Handbook

<https://www.aku.edu/admissions/Documents/undergraduate-handbook.pdf>

Dismissal

Students will be dismissed from the programme if they are involved in any of the following:

- I. Unsuccessful in a course which is repeated.
- II. failing course/s after the re-sit
- III. unable to clear probation

- IV. unable to follow principles of academic honesty as provided by the code of conduct policy at the University
- V. Unprofessional and unsafe clinical practitioner as provided by the Pakistan Nursing Council (PNC), International Council of Nurses/Midwifery (ICN/M) and HEC guidelines.
- VI. Remain incomplete in a clinical contract protocol

**Special cases will be dealt with the discretion of Admission and Progression (AdPr) committee*

Time period of complete course of study

Refer to below link for undergraduate University Handbook

<https://www.aku.edu/admissions/Documents/undergraduate-handbook.pdf>

Transcripts

Refer to below link for undergraduate University Handbook

<https://www.aku.edu/admissions/Documents/undergraduate-handbook.pdf>

CLINICAL STANDARDS

CLINICAL STANDARDS

Safe Clinical Practice

Students are expected to demonstrate safe clinical practice consistently, as elaborated in the following points:

For safe clinical practice refer JCI standards on <https://one.aku.edu/PK/akuh/qps/Documents/JCIA/JCIA%206-Edition.pdf> and infection control standards on <https://one.aku.edu/Pages/homepk.aspx>.

1.1.1 Safe Clinical Practice

- a. Students consistently demonstrates patterns of practice which indicate that they are performing safe nursing care that meets patients' needs and promotes the actual or potential well-being of the patient.
- b. Students identified as lack of deficiencies need some additional help and guidance in order to fulfill the objectives are facilitated in preparing a learning plan. (see [Appendix S](#)). They are given appropriate time, which is around two weeks, to fulfill the objectives of the learning plan.

1.1.2 Unsafe clinical Practice/Unethical Behaviours

- a. Any practice which, willingly or unwillingly, endangers (actually or potentially) the safety of the patient or others in the clinical area is deemed as an unsafe clinical practice.
- b. Any behaviour which willingly or unwillingly, violates the ICN Code of Ethics is deemed as an unethical behaviour and can result in disciplinary action.
- c. Any student whose pattern of practice or behaviour is found to be unsafe/unethical over a period of the semester will be dealt with according to the Unsafe Practice/ Unethical Behaviour process. However, individual cases will be assessed and dealt with based on their severity and a decision, for either following the process of Unsafe Practice/Unethical Behaviour or Disciplinary Action, will be taken accordingly.

Examples of unsafe Practice/Unethical Behaviour include, but are not limited to, the following:

- a. Refusing an assignment based on a client's race, culture, or religious preference.
- b. Failure to follow through on patient care assignments that may result in any harm to the patient or others.
- c. Acts of omission or commission in the care of patients, including physical abuse, placing in hazardous conditions or circumstances, and medication errors.
- d. Interpersonal relationships with staff, peers, faculty, patients and/or families resulting in miscommunication, or disruption of patient care and/or unit functioning.
- e. Failure to accurately report or record patient behaviours or conditions.
- f. Failure to report questionable practices due to students' own errors or those of others.
- g. Attempting activities without Faculty's adequate orientation, practice, theoretical preparation, or appropriate assistance or supervision.

1.1.3 Clinical Evaluation Guidelines and Tool

Clinical evaluation will be based on overall clinical performance and completion of the competency based checklist. Students' behaviour should conform to the established patterns of ethical conduct for the nursing and midwifery profession. For assessing students' performance in the clinical area, the below mentioned tools will be used (see [Appendix M](#), [Appendix O](#), [Appendix R](#), [Appendix Q](#), [Appendix L](#)).

1.1.3a: Post Remedial Clinical Evaluation Form

This form is for evaluating those students who are marked incomplete in clinical objectives at the end of the semester / final term. This form is filled after post remedial work (see [Appendix P](#)).

1.1.4 Unsafe Practice/Unethical Behaviour Process

A student whose pattern of practice /behavior in a clinical setting is/may be harmful to patients or others (including family, staff, peers, or faculty) will have to follow the unsafe practice/unethical behaviour process. The unsafe practice/unethical behavior is a series of actions carried out to assess, correct, and evaluate unsafe practice/unethical behavior in the clinical setting.

If a student is put on the unsafe practice/unethical behavior protocol during the last week of a clinical rotation, he/she will receive on "Incomplete" rating and will be given a two-week period to complete those clinical objectives in the new clinical rotation. If a student is placed on an unsafe practice/unethical behavior protocol in the last week of a course or a semester, he or she must complete the clinical objectives before the beginning of the next semester.

The steps of the process are as follows:

a. Discussion with the Student and Development of a Learning Contract

The student will first have a discussion with the primary clinical faculty and will be guided to improve the unsafe practice/unethical behavior within a specified time period (within 2 clinical weeks). The primary faculty will specify the problem area, clarify and interpret the clinical objectives, provide guidance, and identify resources for the student to help him/her overcome the specific gaps in learning needs or behaviors. The student will negotiate the learning contract with the faculty to identify the objective and the expected actions to demonstrate evidence of accomplishment within the specified time period (see [Appendix T](#)).

b. The Role of the Primary Faculty

- i. Document evidence of a student's unsafe practice/unethical behavior in the clinical faculty's anecdotal note (see [Appendix R](#)).and/or clinical evaluation tool.
- ii. Complete the Unsafe Practice/Unethical Behavior Protocol-Step I.
- iii. Assist the student in the formulation of the learning contract.

The primary faculty can even suspend (or temporarily withdraw) the student from the clinical setting if the issue of safety is of significant magnitude, affecting one or more parameters of safe clinical practice, and/or jeopardizes the well-being of patients, staff, or peers, until a decision has been made by the Director of the programme.

c. Review of Learning Contract

If the student's practice or pattern of behavior continues to be unsafe or unethical beyond the designated two-week period, and the student fails to provide evidence of improvement or success, the primary faculty will assign the student to another clinical faculty for a second assessment.

The secondary clinical faculty should be an experienced teacher with at least two years of clinical experience, preferably in the same field.

d. The Responsibilities of the Secondary Clinical Faculty

These include:

- i. reviewing of the learning contract and re-assess the student's progress to measure attainment of the clinical objectives
- ii. completion of Step II of the Unsafe Practice/Unethical Behavior Process
- iii. reporting to the primary clinical faculty, giving written assessment of the student's practice/behavior
- iv. providing specific facts on problem areas, in relation to the course objectives
- v. evaluation of the student's outcome/success in meeting the expected objectives. (If successful, the student will continue with the clinical course. If unsuccessful, the primary clinical faculty will be informed, who, in consultation with the specific course coordinator and the Year coordinator, will then request for a formal hearing).

e. Formal Session

If a student's pattern of unsafe practice/unethical behavior continues to be repeated with the secondary clinical faculty, the primary faculty will request a formal session from the Admission and Progression Committee. The primary faculty will send the student's performance reports to the Chair of the Admission and Progression through the Student's Year Academic Lead.

The request for a formal session must be accompanied by/ substantiated through documentation received from any of the involved parties (see [Appendix P](#)).

All formal sessions must be held within 2 working days of the request.

Upon a decision by the committee that the student's conduct is unsafe, the student will be terminated from the course and will receive "F" grade in a course.

1.2 Policies for Clinical Practice

1.2.1 Dress Code

- a. All nursing students are expected to maintain a professional appearance in the clinical area by wearing an appropriate and complete uniform.
- b. The dignity of the uniform should be maintained at all times.
- c. Female students are required to wear:
 - white shalwar, kameez, koti, and dupatta
 - black/white socks and noiseless black shoes
 - simple black/brown/white clip or hair band to tie the hair above the collar.
- d. Students are not allowed to wear any jewelry (except silver or gold studs or a wedding ring), nail polish, or dark make-up on the clinical.
- e. Application of henna is allowed on the palm of one hand on special occasions only.
- f. Male students are required to:

- wear a white shirt with a green stripe on the collar, white pants, white/black socks and noiseless black shoes
- shave regularly, beards must be trimmed, clean, and well groomed.
- g. Use of mobiles will not be allowed.
- h. All student nurses are required to wear the AKU ID card throughout their academic hours.
- i. During community clinicals/ visits:
 - Students are required to follow the above mentioned guidelines for uniform code except that the uniform pattern for female students will be shalwar, kameez and dupatta, whereas, male students are required to wear a light color shalwar and kameez, and proper non nosy black clinical shoes.

1.2.2 Punctuality

Students are required to be present, in complete uniform, at the designated time for their clinical experience. Tardiness (10 minutes after the designated time) will be marked late.

1.2.3 Attendance

Refer attendance policy discussed earlier.

1.2.4 Tea Break/Lunch Break

All breaks should be taken as negotiated with the clinical faculty or staff. Students are expected to report off and on duty when taking breaks.

- Tea break is 15 minutes
- Lunch break is 30 minutes

1.2.5 Communication

- a. Students visiting a clinical area other than at the assigned clinical time, for academic reasons, should report to the Head Nurse/Nurse In-charge and explain their reasons for being on the unit.
- b. Students should wear the AKU ID card along with a white lab coat for entering a clinical area.
- c. Students must inform the Head Nurse/Nurse In-charge when leaving the unit.

1.2.6 Absence/Sickness

Refer leave policy discussed earlier

1.2.7 Accidents or Errors

Student needs to report to the clinical faculty in case of:

- a. injures him/herself
- b. causes injury to a patient
- c. damages equipment
- d. fails to follow an institutional policy

Steps

- a. Report all details of the accident or error to the clinical faculty immediately
- b. Do everything possible to protect the patient/self.
- c. The clinical faculty will document and report the incident immediately to the head nurse, Academic Lead, and Assistant Dean.
- d. A copy of the incident report is to be kept for records with the clinical faculty and the advisor

1.2.8 Clinical skills

Students are expected to gain mastery over all clinical skills prior to performing on their patients and complete skills competency checklist in clinical (see [Appendix Q](#) and [Appendix S](#)).

1.2.9 Basic Life Support (BLS) Certification

Students are given a Basic Life Support (BLS) course before the commencement of the clinical. This certification is valid for two years and must be renewed through re-certification.

1.3 Internship (For BScN)

Upon successful completion of four Year BScN programme, students will get the status of nursing interns. After completion of one year internship, interns will be eligible to apply for registered nurse license.

For planning internship students' meeting will be arranged with officers of human resource (HR), nursing services and programme Assistant Dean/year Academic Lead.

During internship interns will be paid salary and other details will be shared by Human Recourse Department.

The Academic Committees & related staff members

Planning, implementation and management of the Curriculum is the responsibility of the Curriculum Committee. Teaching Schedules are prepared by concerned Academic Leads and programme Coordinators and are available at the beginning of semester.

The concern persons for the year 2020 - 2021 are as follows:

Assistant Dean, Teaching & Learning Office	Dr. Khairunnissa Ajani
Assistant Dean, Clinical Practice Office	Dr. Rubina Barolia
Academic Lead, BScN Year IV	Mehtab Jaffer
Academic Lead, BScN Year III	Khairunnisa Mansoor
Academic Lead, BScN Year II	Yasmin Parpio & Zahra Tharani (Co Lead)
Academic Lead, BScN Year I	Zohra Jetha
Academic Lead, Post RN BScN, Year I and II	Shahnaz Shahid
Program Coordinator, BScN	Farida Malik
Program Coordinator, Post RN BScN	Faraz Ahmed
Program Assistant, BScN, Year I and II	Wahab Ali
Program Assistant, BScN, Year III and IV	Sabina Habib Amin
Co- Chairs, Undergraduate Nursing Curriculum Committee	Dr. Khairunnissa Ajani & Shanaz Cassum
Co- Chairs, Admission and Progression Committee	Shanaz Cassum & Marina Baig

Graduation and Convocation

Convocation

Convocation Ceremony and all formalities related to graduation

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

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

Hostel and 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/ Mr. Irfan Ali Charania for further information and assistance. This is an essential and legal requirement. In case of non-compliance, graduand will not be allowed to participate in the Convocation.

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

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

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

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

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

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

Appendix A

THE AGA KHAN UNIVERSITY School of Nursing and Midwifery

Introduction

At this University, we strive to develop a close and supportive community for our students. You have joined a dynamic faculty in a lifelong quest for learning. The faculty and administration want to get to know you and enjoy the relationship.

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

Vision, Mission and Values of Aga Khan University

Vision

Aga Khan University will be an autonomous, international institution of distinction, primarily serving the developing world and Muslim societies in innovative and enduring ways.

Mission

Aga Khan University is committed to the development of human capacities through the discovery and dissemination of knowledge, and application through service.

It seeks to prepare individuals for constructive and exemplary leadership roles, and shape public and private policies, through strength in research and excellence in education, all dedicated to providing meaningful contributions to society.

To advance this Mission, AKU will:

- offer programmes of international quality;
- respond to identified needs in the countries and regions which it serves;
- prioritize teaching and research which will inform and underpin intellectual innovation and change;
- provide service to advance its educational and research mandate;
- foster and develop leadership capacity through its education and research programmes;
- assess its impact and effectiveness;
- promote access and equity by taking positive measures to make the University inclusive of all socio-economic groups, addressing the particular needs and circumstances of the disadvantaged; promoting the welfare and advancement of women;
- engage in knowledge networking and emerging technologies;
- add value by promoting partnership and networking across Aga Khan Development Network (AKDN), and with other national and international institutions.

Values

As an international institution, in achieving its Mission, Aga Khan University operates on the core principles of quality, relevance, impact, and access.

Inspired by Islamic ethics, humanistic ideals and the philosophy of Aga Khan Development Network (AKDN), the University is committed to building an environment that fosters intellectual freedom, distinction in scholarship, pluralism, compassion, and humanity's collective responsibility for a sustainable physical, social, and cultural environment.

Programmes at Aga Khan University School of Nursing and Midwifery (AKU-SONAM)

The School of Nursing started in 1980 as the first academic unit of Aga Khan University. Currently it is running the following five formal programmes in nursing:

- a) a two year Post RN BScN programme;
- b) a four year BScN programme;
- c) a two year Post RN BScM programme;
- d) a two year MScN programme.
- e) a four year PHD programme

Philosophy, Goals and Values of Aga Khan University School of Nursing and Midwifery (AKU-SONAM)

Philosophy of AKU-SONAM

We believe:

People are individuals of innate worth and dignity. They have spiritual, biological, social and psychological needs, and have the right to pursue the highest level of health and quality of life achievable for themselves and their communities. People's commitment to Islam helps them to develop a code of ethics, which directs their attitudes and activities toward others.

People influence and are influenced by their environment. The environment is composed of factors, which dynamically attract the individual. Society, one of the factors, is made up of communities in which people are closely connected through similar interests and needs. Communities generally share similar institutions, values, beliefs and morals, but may have diverse and complex health care needs. The family, which is the basic structure within a community, provides psychological and material support to assist its members to live within the society.

Health describes the human condition through a continuum from wellness to illness. This continuum is reflected in the extent to which individuals, families, and communities are able to recognize and meet their needs, thus contributing to an acceptable quality of life. Pursuit of universally accessible health care is an essential right. Primary Health Care forms an integral part of the country's health care system. It acts as a nucleus, and enhances the overall social and economic development of the country.

Learning is a life-long process, in which knowledge is pursued in an atmosphere of support, guidance, free inquiry and expression. The faculty is committed to facilitating students to develop skills in problem-solving and critical thinking, and to design appropriate interventions in response to present and emerging needs of people, institutions, and communities. The university is dedicated to enhancing respect for the nursing profession and raising the standard of nursing practice.

Nursing integrates concepts from bio-psychosocial sciences and spiritualism to provide an essential service to people. The pursuit of knowledge and the tradition of rendering care and comfort to the sick, foster the blending of traditional values with modern technology and functional requirements. Nursing is committed to promoting and maintaining the integrity of the

individual, preventing illness, and assisting those who are ill to regain the highest level of health possible.

Nurses synthesize information from many sources and integrate it into practice, teaching, management, consultation and research.

Goals

The major goals of the School of Nursing and Midwifery are to:

Educate nurses to provide exemplary nursing care appropriate to the health needs of urban and rural population in hospitals and communities.

Provide leadership in nursing education, practice, administration and research.

Graduate nurses with the capability of pursuing higher education at institutions of learning throughout the world.

Provide opportunities of continuing education to meet the needs of nurses, institutions, and communities in Pakistan.

Respond to identified needs for nursing in the developing countries and regions which it serves.

Promote partnership and networking across the Aga Khan Development Network and with other national and international institutions.

Values

Aga Khan University School of Nursing and Midwifery aspires to inculcate the following values in its students:

Integrity

Caring

Quality

Competence

Commitment

Growth/Life Long Learning

Teamwork/ Sharing/Generosity

CURRICULUM STRUCTURE

Curriculum Overview BScN programme					
S#	Year I – Spring Semester I	Credits	S#	Year I – Fall Semester II	Credits
1.	Fundamental of Nursing - I	4.0	1.	Fundamental of Nursing - II	4.0
2.	Microbiology	3.0	2.	Anatomy and Physiology - II	3.0
3.	Anatomy and Physiology - I	3.0	3.	Community Health Nursing - I	3.0
4.	Biochemistry for Nurses	3.0	4.	Applied Nutrition	1.0
5.	English I	2.0	5.	English II	2.0
6.	Computer Skills	1.0	6.	Islamiat	2.0
			7.	Pakistan Studies	2.0
	Total credits	16		Total	17
Year I Total Credits = 33					
S#	Year II – Spring Semester I	Credits	S#	Year II - Fall Semester II	
1.	Adult Health Nursing - I	8.0	1.	Adult Health Nursing - II	8.0
2.	Pathophysiology - I	2.0	2.	Pathophysiology - II	3.0
3.	Health Assessment – I	2.0	3.	Health Assessment – II	2.0
4.	Pharmacology-I	2.0	4.	Developmental Psychology	2.0
5.	Mathematics	1.0	5.	Pharmacology II	2.0
6.	English III	2.0	6.	English - IV	2.0
			7.	Nursing Ethics	1.0
	Total credits	17		Total credits	20
Year II Total Credits = 37					
S#	Year III – Spring Semester I	Credits	S#	Year III – Fall Semester II	Credits
1.	Pediatrics Health Nursing	7.0	1.	Mental Health Nursing	6.0
2.	Tropical & Communicable Diseases	2.0	2.	Introduction to Biostatistics	3.0
3.	Community Health Nursing –II	6.0	3.	Behavioral Psychology	3.0
4.	Teaching and Learning: Principle and Practices	3.0	4.	Epidemiology	2.0
5.	English V	2.0	5.	English VI	2.0
			6.	Culture, Health and Society	2.0
	Total credits	20		Total credits	18
Year III Total Credits = 38					
S#	Year IV – Spring Semester I	Credits	S#	Year IV – Fall Semester II	Credits
1.	Critical Care Nursing	7.0	1.	Community Health Nursing – III	5.0
2.	Introduction to Nursing Theories	2.0	2.	Nursing Seminar /Role transition	2.0
3.	Leadership and Management in Nursing	3.0	3.	Clinical Practicum	5.0
4.	Nursing Research	3.0	4.	English VIII	2.0
5.	English VII	2.0			
	Total credits	17		Total credits	14
Year IV Total Credits = 31					
Total Credits = 139					

Reference: Higher Education Commission Curriculum, 2011
<http://www.hec.gov.pk/InsideHEC/Divisions/AECA/CurriculumRevision/Documents/Nursing-2010-11.pdf>

Post-RN BScN Programme

Year I			
Spring semester I	Credits	Fall Semester II	Credits
NU 346 Health Assessment	3.0	SC333Introduction to Biostatistics	3.0
NU 361 Teaching & Learning: Principles and Practices	3.0	NU348Advanced Concepts in Adult Health Nursing	6.0
HU320 Culture Health & Society	2.0	SC 432 Pathophysiology	4.0
SC 431 Life Science	2.0	EN 415 EnglishII	2.0
EN 414 English I	2.0		
HU 122 Educational Technology	3.0		
HU 121 Computer Skills	0		
Total Credit	15.0	Total Credit	15.0
Year 1 Total Credits	30.0		

Year II			
Spring semester I	Credits	Fall Semester II	Credits
NU 476 Advanced Concepts in Community Health Nursing	5.0	NU 493 Mental Health Nursing and Concepts of Behavioral Psychology	6.0
NU453Professional Development and Leadership in Healthcare	2.0	NU444 Senior Electives	6.0
SC 433 Nursing Research	3.0	EN 417 English IV	2.0
NU 491: Concepts of Palliative Nursing	3.0	HU 428 Care of Elderly	3.0
EN 416 English III	2.0		
Total Credit	15.0	Total Credit	17.0
Year II Total Credits	32.0		
Total Credits = 62			

In line with the HEC notification of April 6, 2016; in the academic Year 2017, Pakistan Studies and Islamiat courses will be offered to class of 2017 & 2018 at the same time.

PNC Approved New Curriculum of Post RN BScN (January 2020 onward)

Scheme of Studies for Post RN BSN Studies							
Year -1 Semester -1				Year -1 Semester- 2			
Sr .	Course No	Courses	Credit Hours	Sr.	Course No	Courses	Credit Hours
1	SC 611	Biochemistry	2 (1.5+0.5)	1	NU 621	* Advance Concepts in Nursing (II) <i>Mental Health</i>	4 (2+2)
2	NU 612	Advance Concepts in Nursing I (Adult Health Nursing)	4 (2+2)	2	SC 622	Introduction to Biostatistics	2
3	SC 616	Pathophysiology	2	3	SC623	Epidemiology	2
4	NU 613	Health Assessment	3 (1.5+1.5)	4	HU 624	Culture Health & Society	2
5	SC 614	Pharmacology	3	5	NU 625	Introduction to Nursing Models & Theories	2
6	EN 615	English I (Functional)	2	6	EN 626	English II (Academics)	2
7	CS 616	Computer Skills & Information Technology	2	7	NU 627	Principle of Teaching and Clinical Preceptor ship	3
		Total Credits	18			Total Credits	17
Year -2 Semester -1				Year -2 Semester- 2			
Sr .	Course No	Courses	Credit Hours	Sr.	Course No	Courses	Credit Hours
1	Nu 631	Advance Concepts III (CHN)	4 (2+2)	1	NU 641	*Research/ Evidence based Elective project	4
2	SC 632	Introduction to Nursing Research	3	2	NU 642	**Clinical Practicum	6
3	NU 633	Professional Development and Ethics	3	3	EN 643	English IV (Scholarly writing)	2
	PS 634	Pak Studies	2		IS 644	Islamic Studies/Ethics (For Non-Muslims)	2
4	NU 634	Leadership and Management	3			Total Credits	14
5	EN 635	English III Professional writing)	2				
		Total Credits	17				
Total Credits for Two Years							
		Semester-I	Semester –II	Total	Theory & Practice balance =		
	Year I	16 Credits	19 Credits	35			
	Year II	17Credits	14 Credits	31			
	Grand Total			66			

*Research/ Evidence based Elective project: Every student should write a project report/research report/ individually in the final year in their topic of interest approved by Faculty.

**The clinical practicum should be flexible and student should choose clinical area according to their interest with an approval obtained from the course teacher. The clinical practicum should also include clinical seminar, tutorials, clinical and reflective logs.

Post RN BScM CURRICULUM			
Year I			
Semester I	Credits	Semester II	Credits
Introduction to the Midwifery & women's health Theory 3 Credit Midwifery skills 2 Credit	5.0	Normal Child Bearing cycle & Early Childhood development Part II Theory 3 Clinical 9 credits	12.0
Normal Child Bearing cycle & Early Childhood development Part I Theory 3 Clinical 5 credits	8.0	English II	2.0
Computer Skills	00	Life Sciences (Theory and lab) Theory 2.5 Lab 0.5 credits	3.0
English I	02		
Total Credits	15	Total Credits	17
Year II			
Semester III	Credits	Semester IV	Credits
Complications of birth cycle, Emergency obstetrics and referral Theory 4 Clinical 5 credits	9.0	Newborn Complications Theory 2 clinical 3 credits	5.0
Evidence Based Practice and reproductive epidemiology	3.0	Integrated professional midwifery practicum	8.0
Family planning Theory 2 credits Clinical 2 credits	4.0	English IV	2.0
English III	2.0		
Total Credits	18	Total Credits	15
Total Credits = 65.00			

Appendix B

Awards

AKU has a policy of honoring its faculty and graduating students through the provision of special awards and recognition at the time of convocation each year.

1.4 Faculty Awards

“Students’ Award for Outstanding Teacher of the Year” is given to a teacher who demonstrates a strong knowledge base in her subject area, is an effective and creative teacher, and a good role model for students. She/he is a mentor and sensitive to the needs of students, is unbiased and impartial, and displays enthusiasm and encouragement for students’ development. Each year, a call for nominations will commence the selection process. Details about the nomination and selection of outstanding faculty will be shared with the students near to the convocation time.

1.5 Student Awards

All the students (part time and full time) meeting the criteria are eligible for receiving degrees conferred “With Awards”.

1. Dean’s Honour Roll

The top 15% of the graduates who achieve a cumulative GPA of 3.5 or above in the, BScN, and Post RN BScN programmes are eligible for this.

2. Merit Scholarships

Full time students who are in the Top 15% of their class in years II/ III/IV (as applicable) who achieve a cumulative GPA of 3.5 or above are eligible to receive this scholarship. (See section on Scholarships at the Aga Khan University).

3. Merit Certificate

It is given to all graduates who achieve a letter grade “A” in all the courses of a specific area of study. A maximum of 10% of the class can receive the certificate of merit for an area of study (refer *Table 1*).

For BScN Programme (HEC Curriculum): Class of 2012 onwards			
<p>1. <u>Adult Health Nursing</u></p> <ul style="list-style-type: none"> • Fundamentals of Nursing I • Fundamentals of Nursing II • Health Assessment I • Health Assessment II • Critical Care Nursing • Pharmacology I • Pharmacology II 	<p>2. <u>Community Health Nursing</u></p> <ul style="list-style-type: none"> • Community Health Nursing I • Community Health Nursing II • Tropical and Communicable Diseases • Community Health Nursing III 	<p>3. <u>Child Health Nursing</u></p> <ul style="list-style-type: none"> • Paediatric Health Nursing 	<p>4. <u>Mental Health Nursing</u></p> <ul style="list-style-type: none"> • Developmental Psychology • Behavioural Psychology • Mental Health Nursing
<p>5. <u>Nursing Leadership and Professional Development</u></p>	<p>6. <u>Merit in Sciences</u></p> <ul style="list-style-type: none"> • Anatomy and Physiology I 	<p>7. <u>Merit in Humanities</u></p> <ul style="list-style-type: none"> • Islamiyat 	<p>8. <u>Nursing Research</u></p> <ul style="list-style-type: none"> • Introduction in Biostatistics

<ul style="list-style-type: none"> • Introduction to Nursing Theories • Role Transition • Leadership and Management in Nursing • Teaching and Learning Principles and Practices 	<ul style="list-style-type: none"> • Anatomy and Physiology II • Biochemistry for Nurses • Mathematics • Pathophysiology I • Pathophysiology II • Applied Nutrition • Microbiology 	<ul style="list-style-type: none"> • Pakistan Studies • Nursing Ethics • English I • English II • English III • English IV • English V • English VI • English VII • English VIII • Culture, Health and Society 	<ul style="list-style-type: none"> • Epidemiology • Nursing Research • Clinical Practicum
For Post RN BScN Programme:			
<p><u>1. Adult Health Nursing</u></p> <ul style="list-style-type: none"> • NU 348 Advanced Concepts in Adult Health Nursing • NU 346 Health Assessment 	<p><u>2. Community Health Nursing</u></p> <ul style="list-style-type: none"> • NU 476 Advanced Concepts in Community Health Nursing 	<p><u>3. Nursing Research</u></p> <ul style="list-style-type: none"> • SC 333 Introduction to Biostatistics • SC 433 Nursing Research 	
<p><u>4. Mental Health Nursing</u></p> <ul style="list-style-type: none"> • NU 493 Mental Health Nursing and Concepts of Behavioural Psychology 	<p><u>5. Merit in Humanities</u></p> <ul style="list-style-type: none"> • HU 320 Culture, Health and Society • NU 361 Teaching and Learning: Principles and Practices • NU 414 English • NU 415 English • NU 416 English • NU 417 English 	<p><u>6. Merit in Sciences</u></p> <ul style="list-style-type: none"> • SC 431 Life Sciences • SC 432 Pathophysiology 	
For Post RM BScM Programme:			
<p><u>1. Maternal and Neonatal Health</u></p> <ul style="list-style-type: none"> • Normal Child Bearing Cycle and Early Child Development • Family Planning 	<p><u>2. Maternal and Newborn Complications</u></p> <ul style="list-style-type: none"> • Complications of Birth Cycle, Emergency Obstetrics and Referrals • Newborn Complications 	<p><u>3. Midwifery Leadership and Professional Development</u></p> <ul style="list-style-type: none"> • Introduction in Midwifery and Women' Health • Integrated Professional Midwifery Practicum 	

<p>4. <u>Research</u></p> <ul style="list-style-type: none"> Evidence Based Practice and Reproductive Epidemiology 	<p>5. <u>Merit in Sciences</u></p> <ul style="list-style-type: none"> Life Sciences for Midwives 	<p>6. <u>Merit in Humanities</u></p> <ul style="list-style-type: none"> English
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4. Award for Nursing/Midwifery practice

This is given to graduates whose nursing /midwifery practice is

*distinctive and reflects critical thinking and problem solving abilities that enhance integration of nursing concepts in providing care to clients in clinical settings (refer Table 1).

*A student who consistently demonstrates knowledge and skills above and beyond expectations, and demonstrates distinction in clinical practice. The student must consistently demonstrate progressive development behaviour in clinical practice and maintain distinction throughout the academic period in all the five components of clinical evaluation. A student who

- receives an overall distinction
 - is creative and innovative and consistently provides comprehensive care
 - demonstrates an exceptional caring and empathetic attitude towards clients
 - exhibits qualities of leadership and volunteers to help beyond the assigned responsibilities
 - demonstrates reflective nursing practice which highlights distinctive critical thinking and problem solving, and
 - integrates nursing concepts into practice consistently at the highest level.
5. Highest Academic Achievement Award of BScN, Post RN BScN and Post RM BScM Programme

This is given to a student having the highest GPA of the Graduating Class; not less than 3.5 GPA.

6. Outstanding Graduate Award of AKU-SONAM

This is given to a student who has received the following awards.

- Nursing Practice award
7. Highest Academic Achievement award of the respective programme.
8. BScN Leadership Award [only for the Post RN BScN Programme]

This is given to a graduate who demonstrates exceptional leadership qualities during the Post RN Programme. The graduate is nominated by colleagues and faculty members and then chosen on the basis of his/ her leadership activities. In addition, the graduate must achieve a minimum of letter grade 'B' in the Professional Development and Leadership in Health Care course.

by the student, she/he may formally appeal against academic decisions and disciplinary actions ([see Appendix C](#)).

Process for Post RN BScN Leadership Award

At the end of the 17th week the Programme coordinator circulates the nomination forms to the graduating class



The class nominates the students for the award



The nominees with a minimum of 30% rating give their evidences of leadership activities during the Post RN programme in the form of essay



Award committee circulates the forms of these nominees to the faculty members



Award committee selects a graduate who receives the highest number of rating on the basis of his/her leadership activities

Process For Out Standing Graduate Award

Each clinical faculty identifies and forwards the name of an outstanding or potentially outstanding student to the year coordinator



Year coordinators keep the track of outstanding clinical students



Award committee selects a graduating student with the highest GPA (minimum of 3.5)



Award committee reviews clinical evaluation forms for outstanding/consistent above average clinical performance



Award committee reviews student's advisory and personal file for file notes; students with disciplinary action will not be eligible for the student award



The student meets the criteria for outstanding graduate award based on both theory and practice



Student is finally nominated for the award

Appendix C

Code of Conduct & Disciplinary Procedures

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Student Code of Conduct and Disciplinary Procedures
Policy Number	009
Approved by	Academic Council
Date of Original Approval	November 22, 2007
Date of Revisions	July 22, 2010; January 27, 2015; April 4, 2017; July 1, 2017; March 29, 2018; October 24, 2019
Contact Office	Office of the Registrar

1.0 INTRODUCTION

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

- 1.6** As a condition of enrolment at the University, all students assume responsibility to observe the Code of Conduct. In cases where there are grounds to suspect a breach or any infringement of the Code of Conduct, disciplinary action under the auspices of the Disciplinary Procedures may be initiated for such behaviour committed either within or outside the precincts of the University.
- 1.7** A separate policy, the Student Academic Integrity Policy, comprehensively outlines the University's expectations of its students in terms of academic conduct and integrity. However, general and basic academic conduct expectations are included in this policy.

2.0 GENERAL STUDENT CONDUCT

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

3.0 GENERAL ACADEMIC CONDUCT

- 3.1** All students will diligently apply themselves to their registered courses of study.
- 3.2** Students shall attend lectures, tutorials, seminars, practical sessions, clinics and ward assignments, examinations and other scheduled courses and activities, in accordance with the attendance requirements of the University with regard to each programme, except for reasons acceptable to the University.
- 3.3** Each student shall be solely responsible for completing his / her scheduled examinations and attending other academic activities, as per his / her programme requirements.

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

4.0 REQUESTS FOR PRIOR PERMISSION

- 4.1** Students will be required to obtain prior permission in writing through approved committee structures for the following:

- 4.1.1 Organizing co-curricular activities on campus.
- 4.1.2 Making public statements, communication or correspondence with the press or other media for mass communication on behalf of the University or commenting on the internal affairs of the University.
- 4.1.3 Inviting Government and / or foreign dignitaries, ministers, representatives of foreign governments / agencies or other public personalities in their official capacity on to any University campus.

5.0 DISCIPLINARY OFFENCES

- 5.1** Without prejudice to the generality of the provisions of the Student Code of Conduct, the following conduct by students will constitute a disciplinary offence:

- 5.1.1 Repeated failure to conform to scheduled instruction, practical work, examination, clinical assignments and/or coercing other students to act likewise.
- 5.1.2 Any form of intimidation, insult, abusive language, assault, molestation or harassment of students, staff, faculty, patients or other clients, within or outside the University.
- 5.1.3 Any form of unauthorized picketing, rallies, demonstrations or organized obstructions of any student / University / University Hospital function in any manner whatsoever.
- 5.1.4 Any attempt to conceive, design or affect any plan of whatever nature whose object or consequence is to disrupt academic programmes of the University or its operations.
- 5.1.5 Malicious acts, theft, wilful damage or misuse of University's or any third party's property.
- 5.1.6 Students residing or availing the hostel and its facilities shall comply with all the hostel rules and will conduct themselves in a manner that respects the rights of other resident students, faculty and staff of the University.
- 5.1.7 Unauthorized housing of persons in the hostel or other buildings at the University.
- 5.1.8 Raising funds, accepting donations or engaging in similar activities for and on behalf of the University without a prior written approval of the University.
- 5.1.9 Smoking, eating, drinking where prohibited in settings of the University.
- 5.1.10 Procurement, possession, use, sale or display of any weapon, including firearms or any other contraband item on campus or at any University-related event.
- 5.1.11 Procurement, possession, use, sale and consumption of banned drugs, alcohol or other contraband items on campus or at University related events.
- 5.1.12 Attendance on campus or at University-related events in an intoxicated state or under the influence of banned substances.
- 5.1.13 Any act of violence causing injury or damage to any person or property at the University.
- 5.1.14 Providing wrong information, giving false and / or fabricated evidence, deliberately

concealing material facts or information to the University in any proceedings and inquiries carried out at any forum by the University.

- 5.1.15 Committing or involvement in any act of deceit, fraud, forgery with the University, students, staff or faculty.
- 5.1.16 Abuse, unauthorized or fraudulent use of University computers, network systems or computer files.
- 5.1.17 Failure to comply with or any act in violation of, contravention of or disregard for published University policies, regulations or failure to comply with the direction of University officials acting in performance of their duties.
- 5.1.18 Any act prohibited and/ or not permitted under any law of the country where the University is located.
- 5.1.19 Assisting, supporting, facilitating, encouraging, and provoking any of the offences referred in clauses 5.1.1 to 5.1.18 above.

6.0 DISCIPLINARY PROCEDURE

6.1 Any breach of a Disciplinary Offence will be immediately reported to the Dean of the student's academic entity and / or the Dean of Students or his / her designate.

6.2 Once informed, the academic Dean / Dean of Students or his / her designate will:

- 6.2.1 Convene and refer the matter to the Disciplinary Committee for investigation.
- 6.2.2 Inform the University Registrar that a Disciplinary Committee has been convened.

6.3 While the Disciplinary Committee is investigating an offence, the academic Dean / Dean of Students may suspend the student or restrict him / her from specific or all campus based activities until the investigation is completed and a decision reached.

6.4 The Disciplinary Committee:

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

6.5 The Disciplinary Committee's proceedings:

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

7.0 DISCIPLINARY ACTIONS

7.1 In cases of breaches of Disciplinary Offences 5.1.1 – 5.1.9, the University will impose anyone or more of the disciplinary actions given below, depending on the severity of the offence.

- 7.1.1 Counselling of the student.
- 7.1.2 A letter of warning or reprimand to the student.
- 7.1.3 Probation for a specified period of time with mandatory periodic counselling.
- 7.1.4 The payment of fine by the offender commensurate with the nature and gravity of the offence committed.
- 7.1.5 Suspension from the University for a specified period.
- 7.1.6 Expulsion from the University and / or expulsion from the University residences if so required.
- 7.1.7 Any other penalty which the relevant authority / body of the University may deem fit to impose.

7.2 Notwithstanding Section 7.1, in cases of breaches of Disciplinary Offences 5.1.10 – 5.1.19, the University will impose anyone or more of the disciplinary actions given below, depending on the severity of the offence.

- 7.2.1 Suspension from the University for a specified period.
- 7.2.2 Expulsion from the University and / or expulsion from the University residences if so required.
- 7.2.3 Any other penalty which the relevant authority / body of the University may deem fit to impose.

8.0 APPEALS

8.1 Any appeal of the academic Dean's / Dean of Students' decision must be made within 10 working days of the date of the letter notifying the student of the decision.

8.1.1 Students must make their appeal in writing.

8.1.2 An appeal may only be made by the student. Appeals received from parties other than the student will not be considered.

8.1.3 Disagreement with the academic Dean's / Dean of Students' decision is not grounds for an appeal.

8.1.4 In filing an appeal, students must be clear about the reasons why they believe the academic Dean's / Dean of Students' decision is incorrect. Normally, an appeal can only be considered on one or more of the following grounds:

- *Significant mitigating circumstances*

There existed circumstances affecting the student's actions of which, for good reason, was not available to the Disciplinary Committee when the investigation took place. *Procedural irregularities*

There were procedural errors or irregularities in the conduct of Disciplinary Committee's investigation of such a nature as to create a reasonable possibility that the result may have been different if the irregularities had not occurred.

- *Prejudice or bias*

There is evidence of prejudice or bias or lack of proper conduct on the part of one or more of the Disciplinary Committee members.

8.2 Appeals should be addressed to the University Registrar who will be responsible for forwarding the matter to the University's Provost.

8.3 In cases where the Provost is not available to consider the recommendations of an appeal within the prescribed timelines, the Provost will forward the matter to an academic Dean / Vice Provost who will act in his / her place.

8.3.1 The academic Dean selected by the Provost may not be the academic Dean of the student's academic entity.

8.3.2 Once selected the academic Dean / Vice Provost shall become the Provost's designate.

8.4 Upon the receipt of an appeal, the Provost or his / her designate will convene and refer the matter to an Appeals Committee for investigation and review.

8.5 The Appeals Committee

8.5.1 The Appeals Committee will be an ad hoc committee and shall consist of three members of the faculty and senior staff of the University, one of whom shall be the Chairperson.

8.5.2 The Appeals Committee will be entitled to use services of any personnel of the

University as the Committee may deem appropriate for the purposes of assisting the Committee in conducting the disciplinary proceedings.

8.6 The Appeals Committee's proceedings:

- 8.6.1 The Appeals Committee will be conducted in a fair and transparent manner.
- 8.6.2 The Appeals Committee will invite the concerned student to present his / her point of view.
- 8.6.3 The Appeals Committee may, at its discretion, call other people deemed appropriate for seeking any information or evidence with regard to the offence.
- 8.6.4 Unless otherwise authorized by the Provost, or his / her designate, the Appeals Committee will complete its proceedings within 10 working days.
- 8.6.5 The outcome of the Appeals Committee's investigation will be communicated to the Provost or his / her designate, in writing.
- 8.6.6 The Provost or his / her designate may act upon the recommendation(s) of the Appeals Committee or in accordance with his / her judgment.
- 8.6.7 In exercising his / her right of a making decision, the Provost shall not be required to provide a hearing to the student.
- 8.6.8 The decision of the Provost or his / her designate shall be final and binding on all parties.
- 8.6.9 A copy of the decision will be sent to the University Registrar.

9.0 SHARING OF INFORMATION

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

10.0 CONFIDENTIALITY

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

11.0 DEFINITIONS

11.1 Student: shall mean and include any person enrolled at the Aga Khan University in a course or programme leading to an undergraduate, graduate or postgraduate certificate, diploma or degree; in a non-credit course; or any person registered with any other university or institution who has been accepted / approved for enrolment in a course, programme of study or training at the University.

11.1.1 For the purposes of the Student Code of Conduct and Disciplinary Procedures, PGME Interns, Residents and Fellows shall be deemed to be students of the University.

11.2 Provost: The University's chief academic officer. For the purpose of application of this Code this term shall be deemed to include the Acting Provost or his / her designate.

11.3 Suspension: refers to the act of debarring a student completely or partially from the activities of the University for a specified period of time. Upon expiry of the period of suspension, the student will be readmitted, contingent upon the terms and conditions of the suspension without any obligation or liability whatsoever on the part of the University or any of its members of staff, faculty or officers.

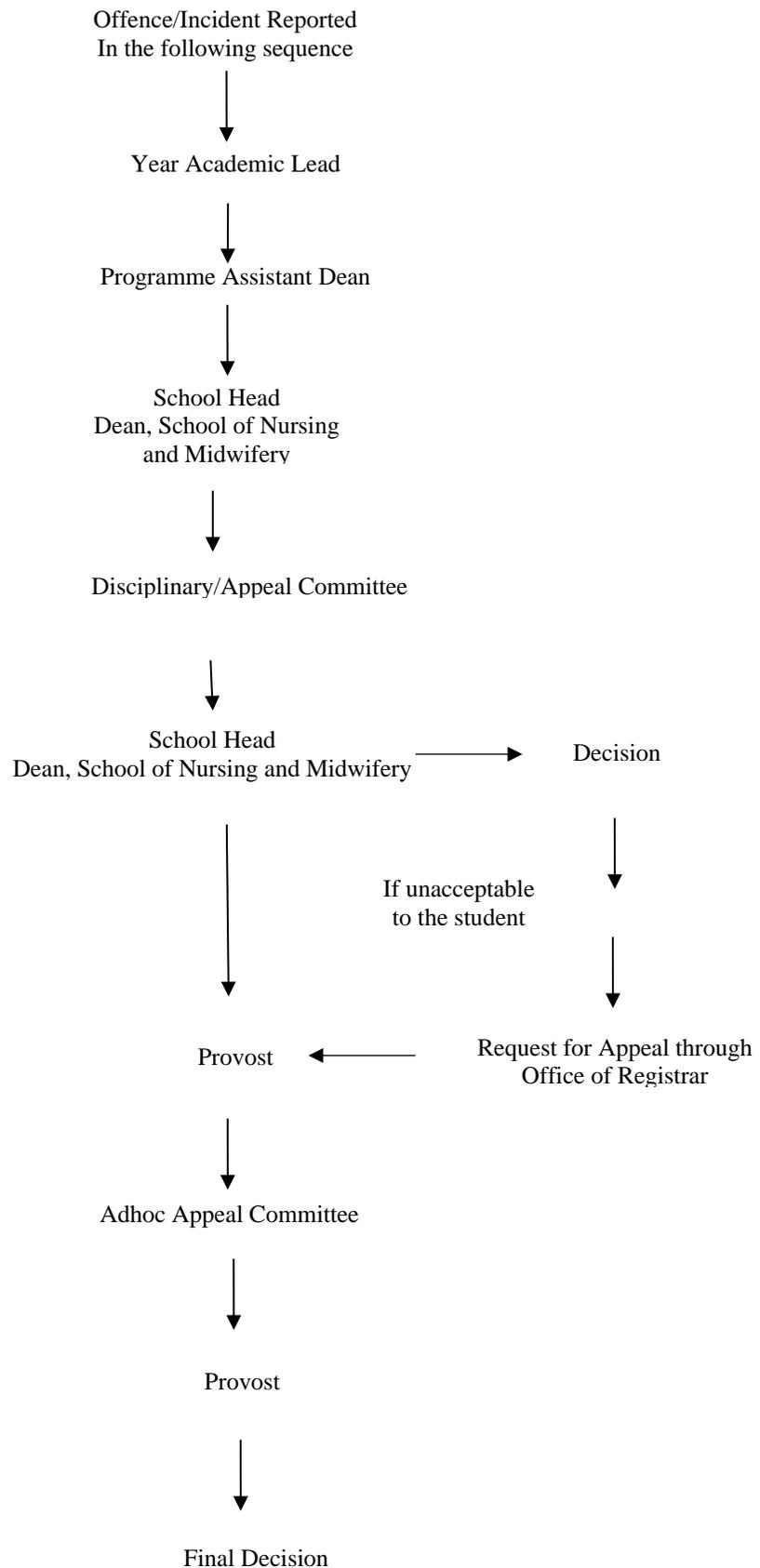
11.4 Expulsion: refers to the termination of enrolment at the University.

11.5 Fine: shall refer to an order by the University for a student to pay a sum of money to the University as penalty for any offence committed by the student. The student may or may not be permitted to continue with the course of studies until the fine has been paid.

12.0 STUDENT HANDBOOKS

The Student Code of Conduct and Disciplinary Procedures should be included in academic unit- specific student handbooks.

SONAM DISCIPLINARY AND APPEAL PROCEDURE



Appendix D

Student Academic Integrity Policy

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Student Academic Integrity Policy
Policy Number	017
Approved by	Academic Council
Date of Original Approval	July 22, 2010
Date of Revision	January 27, 2015
Contact Office	Office of the Registrar

1.0 Overview

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

2.0 Students

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

- 2.2** Students are responsible for being aware of and demonstrating behaviour that is honest and ethical in their academic work, including but not limited to:
- 2.2.1 Following faculty member's instructions related to referencing sources of information, the proper methods for collaborating on academic work and / or engaging in group work.
 - 2.2.2 Asking for clarification of the instructions where necessary.
 - 2.2.3 Adhering to the principles of academic integrity when conducting and reporting research.
- 2.3** Students are responsible for familiarizing themselves with the definitions of breaches of academic integrity in the University's research related policies.
- 2.4** Students are responsible for their behaviour and may face penalties under this Policy, if found to be guilty of academic misconduct.

3.0 Academic Dishonesty

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

- 3.1** Collaborate on academic work without approval or to improperly collaborate on academic work. For example, when the instructor,
- States that students must complete an assignment independently;
 - Ask students to complete an experiment (lab) with a partner but to write individual reports on the results.
- 3.2** Submit the same or substantially the same academic work for more than one course without prior written approval of the member(s) of faculty.
- 3.3** Plagiarise (cf. [Appendix a.](#)).
- 3.4** Cheat on examinations, including the use of unauthorized aids during the writing of the examination.
- 3.5** Submit false or altered documents.
- 3.6** Submit false information or false medical documentation to gain a postponement, advantage or leave from mandatory session(s).
- 3.7** Provide a false signature for attendance at any class or assessment procedure or on any document related to attendance or the submission of material where the signature is used as proof of authenticity or participation in the academic assessment.
- 3.8** Misrepresent academic credentials from other institutions or to submit false information for the purpose of gaining admission or credits.
- 3.9** Misrepresent registration / participation in a conference, seminar, symposium, etc.
- 3.10** Submit or present work as one's own that has been purchased or acquired from another source.

- 3.11** Receive and / or distribute test or course materials that are in the process of being prepared or have been stored.
- 3.12** Alter a grade or using altered course materials to have a course grade changed.
- 3.13** Steal, destroy or tamper with another student's work.
- 3.14** Forge, alter or fabricate Aga Khan University documents, including but not limited to transcripts, letters of reference or other official documents.
- 3.15** Impersonate another student either in person or electronically for the purpose of academic assessment.
- 3.16** Assist another student in the commission of academic misconduct.
- 3.17** A breach of the University's *Policy on Research Misconduct*
<https://www.aku.edu/admissions/Documents/policy-research-misconduct-012.pdf>

4.0 Disciplinary Procedures

- 4.1** For undergraduate non-credit courses, certificates, diploma and undergraduate degree programmes, any breach of the Student Academic Integrity Policy will be immediately reported to the Board of Undergraduate Studies.
- 4.2** For graduate non-credit courses, certificates, advanced diplomas, postgraduate, post-doctoral and other graduate programmes, including PGME, any breach of the Student Academic Integrity Policy will be immediately reported to the Board of Graduate Studies.
- 4.3** Once informed, the University Registrar will convene and refer the matter to the University's Academic Integrity Committee for investigation.
- 4.4** The Academic Integrity Committee:
 - 4.4.1 The Academic Integrity Committee will be a standing committee, appointed by the Provost, and shall consist of at least five members of the faculty, one of whom shall be the Chairperson.
 - 4.4.2 Normally, the Committee shall be composed of two members from Pakistan, two members from East Africa and one member from the UK.
 - 4.4.3 The University Registrar shall serve as secretary to the Academic Integrity Committee.
 - 4.4.4 Members of the Academic Integrity Committee will be appointed for a two-year term, which may be extended for a further period of two years.
 - 4.4.5 The Provost will ensure there is continuity of membership on the Committee and will have the discretion to extend the tenure or co-opt members on the Committee whose tenure have expired and who are involved in on-going cases.
 - 4.4.6 There must be a quorum of at least three members of the Committee present for a hearing to proceed.
 - 4.4.7 The Academic Integrity Committee will be entitled to use services of any personnel of the University as the Committee may deem

appropriate for the purposes of assisting the Committee in conducting its hearings.

4.5 The Committee's proceedings:

- 4.5.1 Committee hearings will be conducted in a fair and transparent manner.
- 4.5.2 The Committee will invite the concerned student(s) to present his / her (their) point(s) of view.
- 4.5.3 The Committee may, at its discretion, call other people deemed appropriate for seeking any information or evidence with regard to the offence.
- 4.5.4 Unless otherwise authorized by the Provost, the Committee will normally complete its proceedings within 15 working days.
- 4.5.5 The outcome of the Committee's investigation will be communicated in writing to the Chair of the relevant Board of Studies who will inform the student(s) of the hearings outcome.
- 4.5.6 A copy of the decision of the Committee will be sent to the University Registrar.

5.0 Disciplinary Proceedings: Academic Dishonesty

5.1 When a student is found to have breached items 3.1 – 3.2 of the University's Student Academic Integrity Policy, the following penalties may be applied independently or in combination for any single violation.

- 5.1.1 A letter reporting the academic dishonesty offence sent to the student and copied to the student's Dean / Director, the Registrar, the student's sponsoring agent, and, where applicable / appropriate, the student's parents.
- 5.1.2 A reduction of the mark on the piece(s) of academic work.
- 5.1.3 A mark of zero for the piece(s) of academic work.
- 5.1.4 A reduction of the overall course grade.
- 5.1.5 A failing mark for the course with a transcript notation.
- 5.1.6 Cancellation of admission to the University and /or enrollment at the University.
- 5.1.7 Suspension from the University, with a transcript notation.
- 5.1.8 Expulsion from the University, with a transcript notation.
- 5.1.9 A recommendation to Academic Council, the Board of Trustees and the Chancellor to rescind the student's degree.
- 5.1.10 Any other penalties as may be deemed appropriate for the circumstances, with a transcript notation.

5.2 When a student is found to have breached items 3.3 – 3.17 of the University's Student Academic Integrity Policy, the following penalties may be applied independently or in combination for any single violation.

- 5.2.1 Cancellation of admission to and / or enrollment at the University.

- 5.2.2 Suspension, with a transcript notation.
- 5.2.3 Expulsion, with a transcript notation.
- 5.2.4 A recommendation to Academic Council, the Board of Trustees and the Chancellor to rescind the student's degree.
- 5.2.5 Any other penalties as may be deemed appropriate for the circumstances.

6.0 Appeals

- 6.1** Any appeal of the Academic Integrity Committee's decision must be made within 10 working days of the date of the letter notifying the student of the decision.
 - 6.1.1 Disagreement with the Committee's decision is not a reason for appeal.
 - 6.1.2 Students must clearly state the reason for the appeal.
 - 6.1.3 Students must make their appeal in writing.
 - 6.1.4 An appeal may only be made by the student. Appeals received from parties other than the student will not be considered.
- 6.2** Appeals should be addressed to the University Registrar who will be responsible for forwarding the matter to the University's Provost.
- 6.3** In cases where the Provost is not available to consider an appeal within the prescribed timelines, the Provost will forward the matter to a Vice Provost who will act in her / his place.
- 6.4** Upon the receipt of an appeal, the Provost or his / her designate will convene and refer the matter to an Appeals Committee for investigation and review.
- 6.5** The Appeals Committee
 - 6.5.1 The Appeals Committee will be an ad hoc committee and shall consist of three members of the faculty, one of whom shall be designated as the Chairperson of the Appeals Committee.
 - 6.5.2 The Appeals Committee will be entitled to use services of any personnel of the University as the Committee may deem appropriate for the purposes of assisting the Committee in conducting the disciplinary proceedings.
 - 6.5.3 The University Registrar will serve as the secretary to the Appeals Committee.
- 6.6** The Appeals Committee's proceedings:
 - 6.6.1 The Appeals Committee hearings will be conducted in a fair and transparent manner.
 - 6.6.2 The Appeals Committee will invite the concerned student(s) to present his / her (their) point(s) of view.
 - 6.6.3 The Appeals Committee may, at its discretion, call other people

deemed appropriate for seeking any information or evidence with regard to the offence.

- 6.6.4 Unless otherwise authorized by the Provost or his / her designate the Appeals Committee will complete its proceedings within 10 working days.
- 6.6.6 The outcome of the Appeals Committee's investigation will be communicated to the Provost or his / her designate in writing.
- 6.6.7 The Provost or his / her designate may act upon the recommendation(s) of the Appeals Committee or in accordance with his / her judgment.
- 6.6.8 In exercising his / her right of a making decision, the Provost shall not be required to provide a hearing to the student.
- 6.6.9 The decision of the Provost or his / her designate shall be final and binding on all parties.
- 6.6.10 A copy of the decision will be sent to the University Registrar who will convey the results of the appeal to the student(s).

7.0 Use of Plagiarism-Detection Software

7.1 Preamble

- 7.1.1 In an effort to ensure the highest academic standards, the University supports academic integrity through academic policies that define academic dishonesty.
- 7.1.2 The University and its faculty expect that all students will be evaluated and graded on their own individual work.
- 7.1.3 The University recognises that students often have to use the ideas of others as expressed in written, published or unpublished works in the preparation of essays, papers, reports, theses, dissertations and publications. Students are encouraged to use anti-plagiarism software as a 'plagiarism protection' and learning tool.
- 7.1.4 The University expects that both the data and ideas obtained from any and all published or unpublished material will be properly acknowledged and sources disclosed including proper citations when work is copied or paraphrased. (cf. [Appendix a](#))
- 7.1.5 Failure to follow this practice constitutes plagiarism.
- 7.1.6 The University, through the availability of plagiarism-detection software, specifically Turnitin.com, desires to encourage responsible student behaviour, deter plagiarism, improve student learning and ensure greater accountability amongst students.
- 7.1.7 Plagiarism-detection software uses proprietary search technology to check assignments against Internet resources, proprietary databases and previously submitted student assignments.

7.2 Policy

- 7.2.1 The University's Policy on the Use of Plagiarism-Detection Software will be published in all undergraduate and graduate programme Student Handbooks (or equivalent).
- 7.2.2 Faculty who wish to use plagiarism-detection software in their course(s) must comply with the requirements set out in this Policy.

- 7.2.2.1 "Use" is defined as member of faculty submitting students' assignments to plagiarism-detection software themselves and/or faculty members requiring students to submit their papers to plagiarism-detection software before papers are graded.

- 7.2.3 In the courses in which members of faculty intend to use plagiarism-detection software they must communicate this to the students in the course syllabus. The course syllabus should include:

- 7.2.3.1 A notice that plagiarism-detection software will or may be used for all student papers in the course:

Sample Statement

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

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

Students should be advised of this.

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

8.0 Office of the Registrar

- 8.1 The Office of the Registrar shall be responsible for developing policies and procedures to detect misrepresentation of credentials during the admissions process and to provide support in maintaining academic integrity during the writing of examinations.
- 8.2 The Office of the Registrar is responsible for the procurement of plagiarism detection software.

APPENDIX a.

1.0 Definitions

1.1 Plagiarism

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

1.1.1 What does this mean?

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

1.1.2 Why is this important?

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

the values of the University, not to mention unfair to students who pursue their studies honestly.

1.2 Research Misconduct

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

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

Appendix E

Confidentiality of Student Records

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

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

1.0 Access to Student Record

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

2.0 Access to Confidential Student Records and Disclosure of Information

2.1 Public access

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

2.2 Student access

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

2.3 Employee access

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

Appendix F

Dress Code

Summary of the Dress Code

1. Students are expected to be clean, maintain a high level of personal hygiene, well groomed and dressed in a manner appropriate to their responsibilities. Clothes should be changed daily and properly ironed. Students should not be ostentatiously dressed.
2. Visible Identification cards/badges should be worn at all times.
3. Students should dress in a professional manner when in patient/teaching environments and not wear clothes that are culturally inappropriate or that attract undue attention and focus.
4. Face covering is discouraged, although not banned, whenever possible to facilitate effective communication between student and patients, doctors and should not hinder effective patient care.
5. Hair should be clean, neatly trimmed and contained in a manner that it does not come into contact with patients./children
6. Any clothes, uniforms that become contaminated should be changed as soon as possible.
7. All beards and moustaches should be trimmed and neat.
8. Fingernails should be kept short, well cared for and clean.
9. Perfumes and fragrances should be kept to a minimum.
10. Pierced jewelry in the ears and nose will be allowed for females only. Pierced jewelry at any other part of the body is not allowed. Visible tattoos and body piercing is not allowed.
11. Shoes should be clean and in good repair. Slippers cannot be worn.
12. After working hours, hostel students may wear more relaxed attire when in hostel, sports center or in non-hospital locations. Nevertheless the clothes should not be body revealing and conform to the local norms.
13. During Skills:
Students must wear a lab coat or required clothes during skill/Lab hours. Wear close, non-noisy shoes. Nails must be very short and clean.

General Recommendations:

Students are expected to follow the dress code

Please note that

- Students who fail to comply will be warned and counseled to change their behavior
- Students in clinical/Skill/Lab areas will be asked to leave the clinical setting and return appropriately dressed.

- Repeated violations could lead to students be marked as having an unprofessional behaviour in the said areas (satisfactory professional conduct is requirement to pass the clinical rotation)
- Repeat violation in all areas could lead to a disciplinary committee hearing which will make recommendations for further action to the Dean.

Specific Recommendations:

Male students (nursing) in non-clinical environment

All general recommendations apply;

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

Appendix G

Student Anti-Harassment Policy

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Student Anti-Harassment Policy
Policy Number	028
Approved by	Academic Council
Date of Original Approval	May 28, 2014
Date of Revisions	July 1, 2017
Contact	Dean of Students (Pakistan); University Registrar & Associate Vice Provost (East Africa & UK)

1.0 Preface

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

2.0 Purpose

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

3.0 Scope

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

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

4.0 Definitions

4.1 No policy document can give a full description and definition of behaviours that fall within the meaning of harassment. This set of definitions is meant to serve as a guide for acts that will be considered as contravening the spirit and intent of the University’s *Guiding Principles*.

4.2 Harassment

4.2.1 Any unwelcomed conduct, verbal or physical, towards a student because of his / her age, marital status, national / ethnic origin, colour, religion, disability, gender identity, sexual orientation when such conduct creates

an intimidating, hostile or offensive learning environment that causes a student's performance to suffer. Targeting student(s) because of being physically or mentally challenged shall also constitute an act of harassment.

- 4.2.2 Ridicule, derogatory comments, jokes and insults.
- 4.2.3 Unwarranted behaviour that is shown towards a student that has the impact of making that student feel that her / his respect and dignity has been violated.
- 4.2.4 Display or circulation of materials and / or pictures, physically or electronically (e.g., via email, SMS, social media, etc.) which are degrading, sexually promiscuous and intimidating.
- 4.2.5 Shouting at a student, using insulting and abusive language, humiliating or publicly condemning / criticising her / his competence.

4.3 Sexual Harassment

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

4.4 Bullying / Ragging / Hazing

- 4.4.1 Bullying means offensive, abusive, intimidating or insulting behaviour, abuse of power and/or unfair punitive sanctions which makes the student feel upset, threatened, humiliated and / or vulnerable, which undermines the student's self-confidence and/or reduces the student's feelings of self-esteem and self-worth, and which may cause the student to suffer stress.
- 4.4.2 Ragging and / or hazing means the practice of using rituals and any other acts, conduct or practices by which the dominant power of senior students, former students or alumni, is brought to bear on students who are in any way considered junior by other students. Ragging and / or hazing includes individual or collective acts or practices which include, but are not limited to:
 - Involvement in physical or psychological assault or threat or use of force or wrongful confinement or restraint;

- Violating the status, dignity and honour of such students;
- Exposing students to ridicule and contempt and affect their self-esteem;
- Verbal abuse and aggression, indecent gestures and obscene behaviour.

4.5 Cyber-bullying

- 4.5.1 Cyber-stalking: is the use of the Internet and mobile technology such as email, SMS, social media or other electronic communications, to stalk and generally refers to a pattern of threatening or malicious behaviours, including communicating a credible threat of harm.
- 4.5.2 Cyber-harassment: usually pertains to unconsented conduct such as threatening or harassing email messages, instant messages, or to social media and blog entries or websites dedicated solely to tormenting an individual. Cyber-harassment differs from cyber-stalking in that it is generally defined as not involving a credible threat.

5.0 Reporting

- 5.1 The University guarantees that all complaints that are reported will be taken seriously, will be investigated expeditiously and that all parties will be treated with respect.
- 5.2 AKU encourages the reporting of all incidents of harassment, regardless of who the alleged offender may be. Students, who either believe that they have become the victim of harassment or have witnessed harassment, should immediately discuss their concerns with the Dean / Director of their academic entity, director / coordinator / academic head of their programme, Associate Dean, PGME, or the Dean of Students / University Registrar & Associate Vice Provost, as applicable.

6.0 Procedures

6.1 Informal Resolution Procedure

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

6.2 Formal Resolution Procedures

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

- 6.2.1 Members of the University community (students, faculty, staff, alumni) who receive complaints of harassment will immediately contact the Dean of Students / University Registrar & Associate Vice Provost, as applicable, for assistance in pursuing the matter.

- 6.2.2 If a member of faculty or staff receives repeated allegations of offenses against the same individual, but each student making the allegation is unwilling to file a written complaint or appear as a complainant, that member of the University community shall inform the or the Dean of Students / University Registrar & Associate Vice Provost, as applicable, about the same.
- 6.2.3 The Student Anti-Harassment Policy Review and Investigation procedures shall be used in cases where a student charges another student with harassment or where a student charges a member of faculty with harassment.
- 6.2.4 The Human Resources "Harassment Policy" shall be used in cases where a student charges a member of staff with harassment.
- 6.2.5 The Dean / Director of the student's academic entity, in coordination with director / coordinator / academic head of the student's programme, the Associate Dean, PGME, or, in the case where a staff member is involved, a Human Resources senior manager, shall attempt to make temporary arrangements so that the accused and the complainant do not have to interact during the investigation period.
- 6.2.6 Retaliation from either party shall be strictly monitored. During the process of the investigation, class and clinic schedules shall be strictly monitored. Any occurrence of retaliation by the accused shall result in suspension from the University.
- 6.2.7 As harassment usually occurs when individuals are alone, it is often difficult to produce evidence. It is strongly recommended that members of the University community report any offensive behaviour immediately to someone they trust, or seek guidance / help.

7.0 Reviews and Investigation

- 7.1 The procedures noted in this section of the Policy deal with formal inquiries where the harassment has taken place between students or where the harassment has taken place between a student and a member of faculty.
- 7.2 All matters related to the review and investigation of any charge of harassment will be undertaken in the strictest confidence.
- 7.3 Reports / complaints of harassment from students must be made in writing and signed by the person preparing the complaint within 10 working days of the incident. It should include a factual description of the incident, including quotations of any offending language used. The complaint should then be submitted to the or the Dean of Students / University Registrar & Associate Vice Provost, as applicable, or her / his representative.
- 7.4 The Dean of Students / University Registrar & Associate Vice Provost, as applicable, in coordination with the respective academic entity head, will review the information provided by the student.
- 7.5 Once it has been determined that all of the relevant information has been provided, the Dean of Students / University Registrar & Associate Vice Provost, as applicable, will convene an Investigating Committee to consider the case.
- 7.6 The Investigating Committee will be comprised of:

- The Dean of Students / University Registrar & Associate Vice Provost, as applicable – as Chair of the Committee
 - Two members of faculty appointed by the or the Dean of Students / University Registrar & Associate Vice Provost, as applicable.
 - Two students recommended by the Manager, Campus and Student Life
- 7.7 In cases where the student is charging another student with harassment, the student members of the Committee must be selected from another academic entity. In cases where the student is charging a member of faculty, the faculty members of the Committee must be selected from another academic entity.
- 7.8 Wherever possible, within five working days, from the day the charge is communicated, the respondent shall be requested to appear before the Committee for an interview, or submit a written defence. On her / his failure to appear before the Committee or to submit a written defence, without a reasonable cause, the Committee shall proceed ex-parte.
- 7.9 The Investigating Committee may request the attendance of appropriate individuals to appear before the Committee in order to provide information pertinent to the case.
- 7.10 Both parties, the complainant and the individual who has been charged with harassment, shall have the right to be accompanied by a colleague / friend from within the institution.
- 7.11 The Investigating Committee shall give its findings and recommendations in writing with appropriate reasons within 10 working days of the initiation of inquiry.
- 7.12 In cases where a student has been found guilty of harassment, the regulations noted in the University's *Student Code of Conduct and Disciplinary Procedures* shall provide the penalty (penalties) that may be assessed and the manner by which appeals are heard.
- 7.13 In cases where a member of faculty has been found guilty of harassment, the Investigating Committee shall inform and provide its recommendation to the faculty member's Dean / Director and the Vice President, Human Resources. The Dean / Director will consult with the Vice-President Human Resources or her / his representative regarding sanctions that may be imposed.

8.0 Compliance and Access to the Policy

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

Appendix H

Student with Outstanding Accounts with the University

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Students with Outstanding Accounts with the University
Policy Number	024
Approved by	Vice President, Finance and Chief Financial Officer
Date of Original Approval	
Date of Revisions	February 28, 2013
Contact	Finance Office

1.0 Introduction

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

2.0 Students with Outstanding Accounts

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

- 2.1.1 Will be permitted to continue studies and to write his / her final examinations.
2.1.2 Will not receive his / her examination results.

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

- 2.1.3 Who has met all certificate / diploma / degree requirements and has been approved by Academic Council for the awarding of the credential / graduation, will have his / her academic record indicate that s/he has successfully completed programme requirements.
2.1.4 Will not be given his / her certificate / diploma / degree parchment, transcript, grade report or any other "University-owned" documentation (for example, the student's original admissions certificates).

3.0 Release of Documents

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

Appendix I

Board of Student Academic Appeals

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Board of Student Academic Appeals
Policy Number	026
Approved by	Academic Council
Date of Original Approval	May 23, 2013
Date of Revisions	March 17, 2016; October 24, 2019
Contact	Office of the Registrar

1.0 MANDATE AND SCOPE

- 1.1** The Board of Student Academic Appeals shall be the University's final authority for hearing student grievances arising out of Aga Khan University regulations, policies and procedures that academically affect students.
- 1.2** Appeals relating to charges of non-academic misconduct will be heard in accordance with the appeal procedures outlined in the Student Code of Conduct and Disciplinary Procedures.

2.0 INTRODUCTION

- 2.1** The University has a responsibility to provide fair and equitable procedures for the lodging and hearing of student complaints arising out of Aga Khan University regulations, policies and actions that academically affect students directly.
- 2.2** This policy is applicable to full- and part-time students admitted to an AKU programme of study.
- 2.3** For this policy, the University Registrar will be the administrative officer responsible for the receipt and processing of appeals, for the scheduling and holding of hearings before the Board of Student Academic Appeals.
- 2.4** Students are requested to speak with the University Registrar or his representative regarding a complaint before submitting an application for appeal.
- 2.5** The procedures described in this document are intended to provide a mechanism to

remedy injustices.

- 2.6** Students who wish to raise questions or who have a concern are strongly encouraged to communicate informally with their instructors, chair / director of the department / programme before seeking a review under formal procedures.
- 2.7** Where Faculty-, College-, School- or Institute-based appeal processes exist, students must ensure that they follow these prescribed processes prior to submitting an appeal to the Board of Student Academic Appeals.
- 2.8** Faculty-, College-, School- and Institute-based appeal processes must be filed with the University Registrar. Changes to entity-based appeal processes must be immediately reported to the Registrar.
- 2.9** Students who submit an appeal to the Board of Student Academic Appeals without following the prescribed procedure will have the appeal returned without decision.
- 2.10** Students should note that an appeal to the Board of Student Academic Appeals is the final recourse in dealing with academic appeals.

3.0 APPEALS

3.1 Academic appeals may fall into one of the following categories:

3.1.1 *Final grade:* A student questions his/her final grade or the assessment of his/her performance.

3.1.2 *Application of University regulations:* The student questions the application of University regulations governing programmes of study.

4.0 TIME LIMITATIONS

4.1 An appeal of an academic decisions must be made within 30 days of the date of the letter informing the student of the academic decision.

4.2 Appeals of final grades must be made within 30 days of the posting of the final grades by the Office of the Registrar.

4.3 A student must commence the appeal process noted in items 5.0 and 6.0, below, within the 30 days of the notification of the academic decision or the posting of the final grades.

5.0 PROCESS FOR THE APPEAL OF GRADES

5.1 Students who have a question regarding the final grade in a course must first discuss the matter with the course instructor.

5.2 In the event of an unresolved disagreement, the student must refer the matter to the chair / director of the department / programme.

5.3 If the student is not satisfied with the decision of the chair / director of the department / programme, the student may then appeal to the Dean of the student's academic unit.

6.0 APPEALS RELATED TO ACADEMIC DECISIONS

6.1 A request for the reconsideration of an academic decision must, where applicable, be directed to the Dean of the student's academic unit.

6.2 If the student is not satisfied with the Dean's decision, the student may then appeal to the Board of Student Academic Appeals.

7.0 MEDICAL APPEALS

7.1 The University endeavours to accommodate students whose studies become interrupted, or who may be unable to complete academic work, due to an incapacitating medical condition.

7.2 In these situations, the student must provide relevant medical documentation to support his/her request for academic accommodation based on medical grounds.

7.3 The University may, at its discretion, request more detailed documentation in certain cases.

8.0 APPEALS PROCEDURE

8.1 All appeals submitted to the Board of Student Academic Appeal shall be made using the Student Appeal Form. The Student Appeal Form is available on the Office of the Registrar website, www.aku.edu/admissions/registraroffice

8.2 Submissions not received on the Student Appeal Form will be returned to the student without decision.

8.3 Dissatisfaction with, or ignorance or neglect of University policy or published deadlines shall not constitute sufficient grounds for appeal.

8.4 In filing an appeal, students must be clear about the reasons why they believe that the academic decision rendered is incorrect. Normally, an appeal will only be considered on one or more of the following grounds:

8.4.1 *Significant mitigating circumstances*

There existed circumstances affecting the student's performance of which the body in question was not aware when its decision was taken, and which could not reasonably have been presented at the time.

8.4.2 *Procedural error/irregularity or other inadequacy on the part of the University*

An appeal may be considered where the student believes that the award or mark is incorrect because the University has made an error. It is not enough to show that an error has taken place; it will also be necessary for you to show that the error resulted in an incorrect decision being made.

8.4.3 *Prejudice or bias*

An appeal brought on these grounds should clearly identify the particular individual
(s) considered to have shown prejudice or bias against you, and should be supported by evidence

8.5 Appeals must clearly state the arguments and expectations of the student. The responsibility to demonstrate the validity of the appeal and to provide full and appropriate supporting documentation rests with the student.

8.6 All appeals shall be submitted, in person, by the person requesting the appeal, to the student's campus Office of the Registrar. Submissions received at campuses other than the Stadium Road campus will be forwarded to the University Registrar.

8.7 An appeal may be disqualified if received outside the 30-day period.

8.8 A student may abandon an appeal at any time during the appeal process.

9.0 COMPOSITION OF THE BOARD OF STUDENT ACADEMIC APPEALS

9.1 The Appeals Committee will be an ad hoc committee and shall consist of three members of the faculty and senior staff of the University, one of whom shall be the Chairperson.

9.2 The Appeals Committee will be entitled to use services of any personnel of the University as the Committee may deem appropriate for the purposes of assisting the Committee in conducting the disciplinary proceedings.

9.3 The University Registrar shall be an ex-officio, non-voting member of the Board of Student Academic Appeals and shall serve as Secretary to the Board.

10.0 HEARINGS AT THE BOARD OF STUDENT ACADEMIC APPEALS

10.1 Hearings of the Board of Student Academic Appeals will be held at the call of the Chair.

10.2 Meetings of the Board of Student Academic Appeals are held *in camera*, and thus not open to the public.

10.3 Students appealing to the Board of Student Academic Appeals have a right to a fair hearing. This includes the right to be notified of date at which the student's appeal will be considered, the right to attend and present verbal arguments and the right to ask questions during the appeal hearing.

10.4 Students must inform the University Registrar of their intention to attend the meeting.

10.5 The Board of Student Academic Appeals may request the attendance of appropriate individuals to appear before the Board to provide information pertinent to the appeal.

10.6 Where the appeal is against an assigned final grade, the faculty member named in the appeal will be invited to attend the meeting of the Board of Student Academic Appeals.

10.7 In instances where a faculty member, chair / director of the department / programme is named in an appeal, the student's submission will be available to the individual named.

10.8 The student and any individual whose decision has been appealed will be informed in writing of the decision of the Board of Student Academic Appeals.

10.9 The decision of the Board of Student Academic Appeals is final.

Appendix J

Names on Degree, Diploma and Certificates Policy

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

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

1.0 General

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

2.0 Pakistan

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

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

Appendix K

THE AGA KHAN UNIVERSITY

Student Health Service Plan 2019

**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 programmes 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, Student Health Nurse 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, Office of Dean of Students
- V. Manager, Hostel (Male and Female)
- V. Head Nurse Community Health Center (CHC)
- VI. Student representatives from:
 - i. SONAM Programmes
 - ii. Medical College programmes
 - iii. Institute for Educational Development
- VII. Representative from University Finance, if required

Designated Student Health Committee members (student health physician sand student health nurse) will be authorized to access health related data of all AKU students which would include data of their visits to different on campus facilities (CHC, Consulting Clinics, Emergency room , Pharmacy, Laboratory, Radiology and others) and Inpatient admissions

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 referrals to dentist and maxillofacial surgeons, 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 procedures 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. Pregnancy;
11. Pre-existing conditions as identified during the physical examination or during the course of study at AKU.
12. Acne, hirsutism, pigmentation, alopecia;
13. Routine screening tests e.g. Lipid profile, Pap smear, Mammogram etc.
14. **Routine Eye examination, Lasik and 360° laser surgery (unless it is urgent i.e. indicated within 24 hours)**
15. No facilities of investigations and immunizations are given to those going for elective.

7.0 Pre entrance Physical Examination

The objective of physical examination includes:

- 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 Suppurated 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
 - Chest X-ray

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 clinical rotations.**

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.

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 6 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 maintained for 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 programme 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.

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

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

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. 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.

Updated: October 2019

Appendix L

AGA KHAN UNIVERSITY
SCHOOL OF NURSING AND MIDWIFERY

Evaluation of Clinical Performance

BScN Degree Programme I and II

Midterm Evaluation:

Student name: _____ Semester: _____

GN #: _____ Class of _____

Programme: _____ Course name: _____

Academic year: _____ Clinical placements: _____

Year: _____

Date of clinical: From: _____ To: _____

Planned Clinical Hours: _____ Attended Clinical Hours: _____

Clinical faculty name: _____ Faculty signature: _____

Date: _____ Student signature: _____

Mid Term: Self Pass (P) Fail (F) Incomplete (I)

Faculty Pass (P) Fail (F) Incomplete (I)

Final Evaluation:

Clinical placements: _____

Date of clinical: From: _____ To: _____

Planned Clinical Hours: _____ Attended Clinical Hours: _____

Clinical faculty name: _____ Faculty signature: _____

Date: _____ Student signature: _____

Final: Self Pass (P) Fail (F) Incomplete (I)

Faculty Pass (P) Fail (F) Incomplete (I)

Note: The clinical evaluation tool is filled by the student and faculty upon completion of the midterm and final term of the clinical rotation. If incomplete, please fill the evaluation form and after the remedial work fill the "Post Remedial Evaluation Form". For further details, refer to the Course Syllabus and Student Handbook section on Clinical Evaluation. Please note that the evaluation form can only be filled in black ink or can be typed.

1. Professional Development		MID TERM		FINAL	
		SELF	FACULTY	SELF	FACULTY
		P/F/I/NA	P/F/I/NA	P/F/I/NA	P/F/I/NA
1.1	Demonstrates professional attitude: (Dress code, punctuality in clinicals and informing instructor/preceptor if late or absent well in time).				
1.2	Provides culturally sensitive and appropriate nursing care for client / family / community.				
1.3	Demonstrates organizational skills in assignments/activities. Has objectives/learning plans for the clinicals every day Manages time effectively.				
1.4	Comes prepared theoretically for the clinicals. Prepares patient care assignments i.e. NCP,CIM, FHP, teaching plan.				
1.5	Accepts constructive criticism and acts on feedback.				
1.6	Shows caring attitude, empathy and respect towards patients, families, peers and staff.				
1.7	Identifies ethical/legal concerns and inform instructor / staff for appropriate measures.				
1.8	Collaborates with the health care team / community and give guidance for the care of clients in the given setting with guidance.				
1.9	Functions with minimal guidance independently and knows when to seek assistance.				
1.10	Demonstrates leadership skills Takes initiative to bring change in patient care or unit Works beyond the set expectations Solves problem effectively Takes leadership roles in clinical setting (e.g. team leader).				
1.11	Demonstrates responsibility and accountability for her own actions.				
1.12	Has self-analysis ability: Can identify own strengths and weaknesses Identifies own learning needs.				

1.13	Collaborates with the health care team when problem solving and making decisions for the care of clients, when discussing changes needed in care				
2. Communication		MID TERM		FINAL	
		SELF	FACULTY	SELF	FACULTY
		P/F/I/NA	P/F/ I/ NA	P/F /I/NA	P/F /I/ NA
2.1	Demonstrates therapeutic communication i.e. empathy, respect, warmth and genuineness when interacting with patients/clients, families, community and health care team				
2.2	Uses effective verbal and non-verbal communication techniques.				
2.3	Uses alternate means to communicate with client / family with language barrier.				
2.4	Records accurately and concisely factual data in nursing notes, flow sheets and care plans and				
2.5	Reports all-important data/changes in the patient's/ client's/ community's condition to the concerned health care team and the faculty/				
2.6	Participates in clinicals conferences: Shares knowledge and experience Seeks additional information on clients under care.				
3. Nursing Process		MID TERM		FINAL	
		SELF	FACULTY	SELF	FACULTY
		P/F/I/NA	P/F/ I/ NA	P/F /I/NA	P/F /I/ NA
3.1	Identifies actual / high risk nursing diagnosis based on priorities using current NANDA list.				
3.2	Establishes long term and short term goals according to RUMBA.				
3.3	Implements nursing interventions according to priority.				
3.4	Evaluates the intended goals.				
3.5	Revises the nursing care plan on a continuing basis.				
3.6	Prepares appropriate written / working NCPs and provide references.				
3.7	Administers medications based upon standards of care. Demonstrates knowledge of client's medication including category, action, side effects and nursing responsibilities.				

4. Application of Scientific Principles		MID TERM		FINAL	
		SELF	FACULTY	SELF	FACULTY
		P/F/I/NA	P/F/ I/ NA	P/F /I/NA	P/F /I/ NA
4.1	Integrates theoretical knowledge in patient / client care.				
4.2	Takes decisions based on sound rationales.				
4.3	Develops nursing care plans that reflect broad / application of knowledge base.				
4.4	Integrate pharmacological knowledge in providing care to patients / families.				
5. Teaching Learning Principles		MID TERM		FINAL	
		SELF	FACULTY	SELF	FACULTY
		P/F/I/NA	P/F/ I/ NA	P/F /I/NA	P/F /I/ NA
5.1	Recognizes and implements the role of the nurse as teacher.				
5.2	Assesses client-learning needs / with faculty assistance independently.				
5.3	Develops teaching plans according to the client's needs.				
5.4	Discusses teaching plans with the faculty prior to actual teaching.				
5.5	Follows the principles of the teaching-learning process effectively with appropriate references when developing teaching plan.				
5.6	Able to evaluate and alter teaching plan based on client / family / community responses.				
6. Psychomotor Skills		MID TERM		FINAL	
		SELF	FACULTY	SELF	FACULTY
		P/F/I/NA	P/F/ I/ NA	P/F /I/NA	P/F /I/ NA
6.1	Performs the required skills according to established guidelines.				
6.2	Considers safety: Self Client				
6.3	Demonstrates: Good manual dexterity Consistency				
6.4	Seeks guidance from instructor / staff when performing skills on patient.				

6.5	Recognises the limitation of resources while working in a unit / community and plans alternative measures with guidance.				
6.6	Uses appropriate techniques to prepare and administer medications using five rights of				

* Checklist of the skills pertinent to the academic year must be completed.

Student Comment Sheet:

Midterm

Professional Development:

Communication:

Nursing Process:

Application of Scientific Principles:

Teaching Learning Principles:

Psychomotor Skills:

Student Summary Sheet:

Midterm

Strengths:

Learning needs:

Strategies to improve:

Student Signature

Date

Faculty Comment Sheet:

Midterm

Professional Development:

Communication:

Nursing Process:

Application of Scientific Principles:

Teaching Learning Principles:

Psychomotor Skills:

Faculty Summary Sheet:

Midterm

Strengths:

Learning needs:

Strategies to improve:

Faculty Name and Signature

Date

Student comment and signature after review _____

Student Comment Sheet:

Final Term

Professional Development:

Communication:

Nursing Process:

Application of Scientific Principles:

Teaching Learning Principles:

Psychomotor Skills:

Student Summary Sheet:

Final Term

Strength:

Learning needs:

Strategies to improve:

Student Signature

Date

Faculty Comment Sheet:

Final Term

Professional Development:

Communication:

Nursing Process:

Application of Scientific Principles:

Teaching Learning Principles:

Psychomotor Skills:

Faculty Summary Sheet:

Midterm

Strengths:

Learning needs:

Strategies to improve:

Faculty Name and Signature

Date

Student comment and signature after review _____

**AGA KHAN UNIVERSITY
SCHOOL OF NURSING AND MIDWIFERY**

**List of the Skills and Competency Assessment
BScN Degree Programme I & II**

YR I: Fundamental of Nursing (FON)

S#	Name of skills	Sign Off			Faculty Remarks/ Date
		I (faculty sign)	II (faculty sign)	III (faculty sign)	
1	Assessing pulse				
2	Assisting adult patient				
3	Back care				
4	Blood pressure				
5	Comfort devices				
6	Foot and hand care				
7	Height and Weight				
8	Hygiene care bed bath				
9	Interviewing skills				
10	Occupied bed				
11	Mouth care				
12	Perineal care				
13	Positioning				
14	Turning and lifting				
15	Passive range of motion				
16	Shampooing				
17	Shower bath				
18	Temperature				
19	Treatment of pediculosis capitus				
20	Tepid sponge bath				
21	Monitor RBS via glucometer (Reflo)				
22	Oxygen therapy				
23	Nebulizer				
24	Deep breathing/coughing exercises				

25	Steam inhalation				
26	Cold compression				
27	Hot Fomentation				
28	Wet shaving				
29	Mouth care of an unconscious patient				
30	Assisting patient for sitz bath				
31	Inserting a rectal/flatus tube				
32	Specimen collection				
33	Urine testing				
34	Perineal care/ Indwelling catheter care				

Key:

I = Performed in Skills Lab.

II= performed on clinical with assistance.

III= performed on clinical independently.

List of the Skills and Competency Assessment
YR II: Adult Health Nursing (AHN)

S#	Name of skills	Sign Off			Faculty Remarks/ Date
		I (faculty sign)	II (faculty sign)	III (faculty sign)	
1	Health Assessment Cardiovascular Respiratory Abdomen Breast Neurological/Orthopedic ENT				
2	Assisting Lumbar Puncture				
3	Dressing Sterile dressing Irrigation of wound Shortening of drain				
4	Suctioning Naso-oral suctioning Tracheostomy suctioning Tracheostomy care				
5	Nasogastric tube Insertion Feeding Removal Jejunostomy feeding				
6	Urinary catheterization Insertion Removal Condom catheterization Irrigation				
7	Ostomy care Cleaning and changing of flange Application of new flange and bag Stoma irrigation				
8	CVP measurement				
9	GCS scale				

10	Blood Products Transfusion Reaction				
11	IV cannulation				
12	I.V site care				
13	IV medication via burette and IV piggy bag				
14	Starting and maintaining IV infusion.				
15	Gowning and gloving				
16	Scrubbing				
17	Administration of Oral Medication				
18	Administration of Topical Medication				
19	Inhaler				
20	Administration of Intramuscular injection				
21	Administration of Intradermal injection				
22	Administration of Subcutaneous injection				
23	Administration of Oral Medication				
24	Administration of Topical Medication				
25	Administering an enema				
26	Administering rectal suppositories				

Key:

I = Performed in Skills Lab.

II= performed on clinical with assistance.

III= performed on clinical independently.

List of the Skills and Competency Assessment

YR II: Community & Child Health Nursing (Pediatrics & CHN II)

S. #	Name of skills	Sign Off			Faculty Remarks/ Date
		I (faculty sign)	II (faculty sign)	III (faculty sign)	
1.	Newborn physical assessment				
2.	Care of a newborn in incubator				
3.	Care of a newborn receiving photo therapy				
4.	Nasogastric tube Insertion Feeding Removal				
5.	Suctioning Oro – nasopharyngeal Tracheostomy				
6.	Care of a child receiving oxygen therapy via: Mask Mist tent Oxyhood Nasal prongs				
7.	IV medication via burette and IV piggy bag				
8	Starting and maintaining IV infusion.				
9	Administration of bronchodilator via nebulizer				
10	Weight monitoring				
11	Vaccination				
12	Oral Rehydration Salt				

Keys:

I = Performed in Skills Lab.

II= performed on clinical with assistance.

III= performed on clinical independently.

**AGA KHAN UNIVERSITY
SCHOOL OF NURSING AND MIDWIFERY**

Evaluation of Clinical Performance

BScN Degree Programme III and IV / Post RN BScN I and II/ Post RN BScM

Student Name: _____ **Student #** _____

Programme: BScN Year: III IV Post RN BScN/ Post RN BScM Year: I II

Semester: Fall Spring Course name: _____

Midterm Evaluation:

Date of clinicals from _____ to _____

Clinical Placement: _____

Planned clinical hours: _____ Attended clinical hours: _____

Reason(s) for missed clinicals: _____

Incomplete objective Nos.: _____

Rating Self:	Pass (P) <input type="checkbox"/>	Fail (F) <input type="checkbox"/>	Incomplete (I) <input type="checkbox"/>
Faculty:	Pass (P) <input type="checkbox"/>	Fail (F) <input type="checkbox"/>	Incomplete (I) <input type="checkbox"/>

* Faculty Name: _____ Faculty Signature: _____

Final Evaluation:

Date of clinicals from _____ to _____

Clinical Placement: _____

Planned clinical hours: _____ Attended clinical hours _____

Reason(s) for missed clinicals: _____

Incomplete	objective	Nos.:
_____	_____	_____

Rating Self:	Pass (P) <input type="checkbox"/>	Fail (F) <input type="checkbox"/>	Incomplete (I) <input type="checkbox"/>
Faculty:	Pass (P) <input type="checkbox"/>	Fail (F) <input type="checkbox"/>	Incomplete (I) <input type="checkbox"/>

* Faculty Name: _____ Faculty Signature: _____

Note: The clinical evaluation tool is filled by the student and faculty upon condition of the midterm and final term of the clinical rotation. If incomplete, please fill the evaluation form and after the remedial work fill the "Post Remedial Evaluation Form". For further details, refer to the Course Syllabus and Student Handbook section on Clinical Evaluation. Please note that the evaluation form can only be filled in black ink or can be typed.

1.0	Professional Development	MID TERM		FINAL	
		SELF	FACULTY	SELF	FACULTY
		P/F/I/NA	P/F/ I/ NA	P/F /I/NA	P/F /I/ NA
1.1	Demonstrates professional behavior, Confidentiality, privacy, and advocacy.				
1.2	Demonstrates punctuality for clinical and conference.				
1.3	Maintains dress code as per policy.				
1.4	Shows caring attitude, empathy and respect towards patients, families, peers and staff.				
1.5	Provides culturally sensitive nursing/ midwifery care.				
1.6	Identifies ethical concerns and takes appropriate measures as required.				
1.7	Identifies legal concerns and takes appropriate measures as required.				
1.8	Demonstrates evidence of preparation for clinical experience utilizing various resources.				
1.9	Demonstrates organizational skills in assignments/activities				
1.10	Demonstrates independent, collaborative and interdependent functioning.				
1.11	Identifies the potential for change in the clinical setting for the promotion of clients' health.				
1.12	Identifies own learning needs based on clinical objectives and seeks out appropriate learning experiences.				
1.13	Demonstrates responsibility and accountability for own actions and clients' care/Unit management.				
1.14	Displays assertive behaviour.				

1.15	Realistically evaluates own performance, including strengths and weaknesses.				
1.16	Accepts constructive criticism.				

Please use the following key: P = Pass F = Fail I = Incomplete NA = Not Applicable

** For the Leadership and Management course only.*

2.0	Communication	MID TERM		FINAL	
		SELF	FACULTY	SELF	FACULTY
		P/F/I/NA	P/F/ I/ NA	P/F /I/NA	P/F /I/ NA
2.1	Uses effective verbal and non-verbal communication techniques.				
2.2	Anticipates needs of clients with impaired communication and attempts to communicate using alternative methods of communication.				
2.3	Establishes and maintains effective working relationships with peers, nursing staff and other health team members.				
2.4	Documents necessary data related to nursing care accurately and concisely.				
2.5	Reports data/ changes in clients' condition to the concerned team and takes appropriate action.				
2.6	Shares knowledge and experience through participation in clinical conferences.				

3.0	Nursing Process	MID TERM		FINAL	
		SELF	FACULTY	SELF	FACULTY
		P/F/I/NA	P/F/ I/ NA	P/F /I/NA	P/F /I/ NA

3.1	Collects and interprets data from appropriate sources.				
3.2	Based upon the priorities of client needs, formulates appropriate nursing diagnoses/ defines problem.				
3.3	Establishes long term and short term goals.				
3.4	Implements independent/collaborative nursing/ midwifery interventions.				
3.5	Makes clinical decisions based on scientific principles.				
3.6	Evaluates the established goals.				
3.7	Prepares/Revises the care plan on a continuing basis.				
3.8	Consistently utilizes the nursing/ midwifery process/ problem solving process in providing comprehensive care to clients.				

4.0	Application of Scientific Principles	MID TERM		FINAL	
		SELF	FACULTY	SELF	FACULTY
		P/F/I/NA	P/F/ I/ NA	P/F /I/NA	P/F /I/ NA
4.1	Integrates theoretical knowledge in patient / client care.				
4.2	Takes decision based on sound rationales.				
4.3	Develops nursing care plans that reflect broad / application of knowledge base.				
4.5	Integrates pharmacological knowledge in providing care to patients / families.				

5.0	Teaching Learning Principles	MID TERM		FINAL	
		SELF	FACULTY	SELF	FACULTY
		P/F/I/NA	P/F/ I/ NA	P/F /I/NA	P/F /I/ NA

5.1	Develops teaching/ lesson plans and discusses with faculty prior to actual teaching.				
5.2	Utilizes the principles of the teaching learning process.				
5.3	Utilizes appropriate teaching methods.				
5.4	Evaluates learning outcomes.				

6.0	Psychomotor Skills	MID TERM		FINAL	
		SELF	FACULTY	SELF	FACULTY
		P/F/I/NA	P/F/ I/ NA	P/F /I/NA	P/F /I/ NA
6.1	Performs skills according to established guidelines				
6.2	Utilizes universal precaution during care.				
6.4	Demonstrates clients' safety during care.				

Student Comment Sheet:

Midterm

Professional Development:

Communication:

Nursing Process:

Application of Scientific Principles:

Teaching Learning Principles:

Psychomotor Skills:

Student Summary Sheet:

Midterm

Strengths:

Learning needs:

Strategies to improve:

Student Signature

Date

Faculty Comment Sheet:

Midterm

Professional Development:

Communication:

Nursing Process:

Application of Scientific Principles:

Teaching Learning Principles:

Psychomotor Skills:

Faculty Summary Sheet:

Midterm

Strengths:

Learning needs:

Strategies to improve:

Faculty Name and Signature

Date

Student comment and signature after review _____

Student Comment Sheet:

Final Term

Professional Development:

Communication:

Nursing Process:

Application of Scientific Principles:

Teaching Learning Principles:

Psychomotor Skills:

Student Summary Sheet:

Final Term

Strengths:

Learning needs:

Strategies to improve:

Student Signature

Date

Faculty Comment Sheet:

Final Term

Professional Development:

Communication:

Nursing Process:

Application of Scientific Principles:

Teaching Learning Principles:

Psychomotor Skills:

Faculty Summary Sheet:

Midterm

Strengths:

Learning needs:

Strategies to improve:

Faculty Name and Signature

Date

Student comment and signature after review _____

**AGA KHAN UNIVERSITY
SCHOOL OF NURSING AND MIDWIFERY**

Skills and Competency Assessment

BScN Degree Programme III

YR III: Community and Pediatric Health Nursing

S. #	Skill	Sign Off			Faculty Remarks/ Date
		I (faculty sign)	II (faculty sign)	III (faculty sign)	
1.	Newborn physical assessment				
2.	Care of a newborn in an incubator				
3.	Care of a newborn receiving photo therapy				
4.	Nasogastric tube Insertion Feeding Removal				
5.	Suctioning Oro – nasopharyngeal Tracheostomy				
6.	Care of a child receiving oxygen therapy via: Mask Mist tent Oxyhood Nasal prongs				
	Oral Rehydration Salt				
	Weight monitoring				
	IV medication via burette and IV piggy bag				

	Starting and maintaining IV infusion.				
	Administration of bronchodilator via nebulizer				
	Vaccination				

Keys:

I = Performed in Skills Lab.

II = Performed on clinicals with assistance.

III= Performed on clinicals independently.

Skills and Competency Assessment

YR II: Health Assessment and Adult Health Nursing

S#	Skill	Sign Off			Faculty Remarks/ Date
		I (faculty sign)	II (faculty sign)	III (faculty sign)	
1	Health assessment (All systems)				
2	CVP measurement				
3	GCS scale				
4	Blood Products Transfusion Reaction				
5	IV cannulation				
6	IV medication via burette and IV piggy bag				
7	Starting and maintaining IV infusion.				
8	Administration of bronchodilator via nebulizer				
9	OR Skills Gowning Gloving Scrubbing				

Key:

I = Performed in Skills Lab.

II = Performed on clinical with assistance.

III= Performed on clinical independently

**AGA KHAN UNIVERSITY
SCHOOL OF NURSING AND MIDWIFERY
Post RN/Post RM BScN /BScN Degree Programme
Post Remedial Clinical Evaluation Form**

Academic Year: _____

Student Name: _____ Student # _____

Programme: Post RN BScN Year: I II BScN Year: III IV

Semester: Fall Spring

Course name: _____

Date of make-up clinical from _____ to _____

Clinical Placement: _____

Rating Faculty: Pass Fail

* Faculty Name: _____ Faculty Signature: _____

Note: page/s could be attached for additional objectives and comments.

Faculty over all Comments:

S. #	Clinical Components and Objectives:*	Faculty comments	FACULTY P/F

Faculty Name and Signature

Date

Student's Comment, Signature and Date of review:

*Faculty supervising the remedial clinical work.

NOTE: This form is for evaluating those students who are marked incomplete in clinical objectives at the end of the semester / final term. This form is filled after post remedial work. Kindly attach the clinical evaluation tool, learning plan or contract (if any) with the post remedial clinical evaluation tool.

July 2019

**AGA KHAN UNIVERSITY
SCHOOL OF NURSING AND MIDWIFERY
BScN Degree Programme**

Student's Progress Report

Student Name: _____ Placement: _____ Dates: From _____ To _____

S #	Performance Area	Date	Strengths	Area Needing Improvement
1	Professional Development			
2	Communication			
3	Nursing Process			
4	Scientific Rationale			
5	Teaching Learning			
6	Psychomotor Skills			

Faculty Name and Signature

Date

Student's Comment, Signature and Date of review:

**AGA KHAN UNIVERSITY
SCHOOL OF NURSING AND MIDWIFERY**

Anecdotal Record

Name of the student: _____ Clinical Rotation: _____

Date: _____ Setting: _____

1. Situation:

2. Student's action in situation

3. Instructor's Comments:

Learning Plan

A learning plan is a document drawn up by a student and his/her faculty, which outlines a learning need (s), the action to enhance learning, and the specified time interval to accomplish the criteria for evaluation.

STUDENT: _____ FACULTY/ADVISOR: _____

A. STUDENT'S LEARNING NEED(S): DATE: _____

B. SPECIFIC LEARNING PLAN

Learning Objective	Learning Resources and Strategies	Documentation	Evaluation

Learning Agreement Approval

Student: _____ Faculty/Advisor: _____

Date: _____

**AGA KHAN UNIVERSITY
SCHOOL OF NURSING AND MIDWIFERY
Documentation of Unsafe Practice/Unethical Behaviour Process**

Student's Name: _____ Unit: _____

Primary Clinical Faculty: _____

I. IDENTIFICATION OF PRACTICE and DISCUSSION:

The following have been identified as unsafe practice/unethical behaviour demonstrated by _____ Ms.
_____ on _____
Date

DESCRIPTION OF BEHAVIOUR:

A discussion(s) was held with the student on _____
Date

The student has been placed on an unsafe unethical protocol

ACTION: DEVELOPMENT OF A LEARNING CONTRACT:

In order to help correct the unsafe practice and/or unethical behaviours, various learning strategies have been identified, and a learning contract has been negotiated or drawn up mutually by the instructor and the student to be completed by the student within a specified time period (within two clinical weeks). An evaluation will be conducted upon completion of the contract to determine the student's accomplishments of those mutually negotiated learning strategies, (skills or experiences) (See attached Learning Contract form).

Learning Contract Approval:

Student's Signature: _____ Date: _____

Faculty's Signature: _____ Date: _____

Re-Evaluation Date: _____

Student's Signature: _____

Faculty's Signature: _____

II. REVIEW OUTCOME:

Nursing Practice/Unethical Behaviour re-evaluated on _____

Date

Student found to be:

Safe () (does not require second review)

Unsafe () (requires second review)

Student's Signature: _____

Date: _____

Faculty's Signature: _____

Date: _____

III SECOND REVIEW (Parents are informed in writing)

A review has been done by a secondary clinical faculty. The student's practice/behaviour has been evaluated and found to be:

Safe () (does not require formal hearing)

Unsafe () (requires formal hearing)

Secondary Faculty _____

Date: _____

Reviewer's Signature: _____

Date: _____

Student's Signature: _____

Date: _____

IV. Formal hearing requested by Primary Clinical Faculty

Date of request: _____

Signature of Primary Faculty: _____

Signature of Programme Director: _____

Description of Unsafe Practice/Unethical Behaviour:

Date of formal hearing: _____ Student notified on: _____

Student's Signature: _____ Faculty's Signature: _____

Student withdrawn from clinical area pending a hearing, Date: _____

V. *LEARNING CONTRACT

A learning contract is a document drawn up by a student and his/her faculty, which outlines a learning problem(s), the action to overcome the problem(s), and the specified time interval to accomplish the criteria for evaluation.

Student: _____ Faculty/Advisor: _____

A. STUDENT'S PROBLEM(S)

DATE: _____

B. SPECIFIC LEARNING CONTRACT

Learning Objective	Learning Resources and Strategies	Documentation	Evaluation

Learning Agreement Approval

Student: _____

Faculty: _____

Date: _____

**AGA KHAN UNIVERSITY
SCHOOL OF NURSING AND MIDWIFERY
Undergraduate Programme**

Request for extension of Assignment (due date)

Student Name: _____ Student No: _____

Course: _____

Class of _____ Academic session _____

Assignment: _____

Due Date: _____ Requested Extension up to Date: _____

Reason for Request: _____

Faculty decision: _____

DECISION:

- Deferral approved without deduction of 2 % per working day _____
- Deferral approved with deduction of 2 % per working day _____

Accepted date of extension: make box

Course Faculty: _____

Faculty Adviser: _____

Student Signature: _____

Faculty Signature: _____ Date: _____

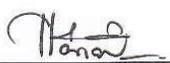
Student Withdrawal and Refund

Student withdrawal and settlement of dues owed to AKU by the student or refund of fee paid in advance by the student to AKU

THE AGA KHAN UNIVERSITY

FINANCE DIVISION
POLICIES AND PROCEDURES

Approved by


Iqbal Sadruddin
Senior Manager, Finance


Karim Kassim Ali
Director Finance

Section	Student Finance Office
Policy No.	AKU-ACD-003
Page No.	Page 1 of 5
Issuance Date	August 1, 2015
Version	02
Effective Date	August 1, 2015

STUDENT WITHDRAWAL AND SETTLEMENT OF DUES OWED TO AKU and
REFUND OF FEE PAID IN ADVANCE BY THE STUDENT TO AKU

1.0 POLICY STATEMENT

- 1.1 The Aga Khan University recognizes the importance of handling student matters proficiently and confidentially and has accordingly designed policy and procedures relating to '**Student withdrawal and settlement of dues owed to AKU by the student or refund of fee paid in advance by the student to AKU**'.

2.0 APPLICABILITY/SCOPE

- 2.1 The policy shall be applicable to all students enrolled in the programmes offered by the Aga Khan University in Pakistan.

3.0 DEFINITIONS

- 3.1 **Withdrawal** shall include voluntary and involuntary cessation of studies at the University by the student.
- 3.2 **Voluntary withdrawal** shall include the discontinuation of student before the completion of study programme due to personal reasons.
- 3.3 **Involuntary withdrawal** shall include the discontinuation of student before the completion of the study programme due to misconduct, unsatisfactory performance, medical reasons, and/or expulsion of student by the University.
- 3.4 **Withdrawal date** means the earlier of the following dates on which:
- ✓ The student stops attending classes;

- ✓ The student is asked to discontinue the study programme through an official letter from the Office of the University Registrar; or
 - ✓ Written application for withdrawal from programme is submitted by the student to the Office of the University Registrar.
- 35 **Full time student** means an enrolled student who is carrying a full-time academic workload as determined by the Office of the University Registrar for the programme in which the student has been admitted.
- 36 **Part time student** means an enrolled student who is carrying flexible academic workload for the programme in which student has been admitted.
- 37 **Administrative fee** mean the charges levied by the University to process the withdrawal application. The administrative fee will be equal to 2% of the Tuition fee and University fee (wherever applicable) for the year in which the student will withdraw.
- 38 **Amount owed to AKU by the Student** means the gross outstanding fee at the time of withdrawal from the programme less the amount of deposit (if any) and Administrative fee to process the withdrawal application.
- 39 **Amount owed by AKU to the Student** means gross fee paid in advance by the student to AKU and the amount of deposit (if any) less Administrative fee to process the withdrawal application.

4.0 METHOD FOR CALCULATION OF DUE AMOUNT

4.1 Table 1 below presents the method to calculate the amount due from the student:

Table 1: Method to calculate the amount due from the student

Fee type	Refund Guidelines
Tuition and University fee – Full time students	Full tuition fee will be refunded if withdrawal occurs before commencement of an academic year. However, where withdrawal occurs after the commencement of the academic year, the fee will be refunded proportionately (See <i>Annexure A</i> for an example).
Tuition and University fee – Part time students	Full fee will be refunded if withdrawal occurs before commencement of a course or if the University cancels a course. No refunds will be given after commencement of course.
Admission fee	Non-refundable.
Hostel fee	The fee will be charged for the period for which the hostel room remains occupied i.e until the student vacates and returns back the hostel room to hostel management.
Student health fee	Full fee will be refunded before commencement of an academic year; no refund will be given after commencement of an academic

Fee type	Refund Guidelines
	year.
Student activity fee	Full fee will be refunded before commencement of an academic year; no refund will be given after commencement of an academic year.
Graduation fee	Full fee will be refunded.
Physical examination fee	Full fee will be refunded if services are not availed. No refund will be given if the services have been availed.
PMDC ¹ fee	Full fee is refundable if the fee has not been deposited with PMDC on behalf of student.
PNC ² fee	Full fee is refundable if the fee has not been deposited with PNC on behalf of student.

5.0 PROCEDURE

5.1 A formal notification letter of withdrawal duly approved by the Office of the University Registrar will be sent to the Manager, Finance - Academics.

5.2 The notification letter will specify the date of withdrawal and will serve as an authorization for Students Finance Office to refund the amount owed by AKU to the student or to recover the amount owed to AKU by the student, as the case may be.

5.3 Upon receiving of notification letter from the Office of University Registrar, the Students Finance Office will prepare account statement. Following procedure will be used for refund of the amount owed by AKU to the student or for recovery of the amount owed to AKU by the student.

5.4 Refund of fee paid in advance by the student to AKU

5.4.1 The net amount due to the student will be released through a cross cheque/demand draft/pay order/direct deposit in favor of the student.

5.4.2 In case if the student does not operate a bank account, the amount can be refunded in favor of parent/guardian upon receiving a written request from the student.

5.4.3 The student can also authorize his/her representative to collect cheque on his/her behalf. All such authorization can be provided through email or a letter to Student Finance Office.

5.4.4 The refund will be made within 7 working days from the receipt of notification letter from the Office of the University Registrar.

5.5 Recovery of the amount owed to AKU by the student

¹ Pakistan Medical and Dental Council

² Pakistan Nursing Council

- 5.5.1 The amount owed to AKU by the student will be notified by the Students Finance Office to the student in writing (through letter or email) and to the Office of the University Registrar.
- 5.5.2 The Office of University Registrar will hold the documents including transcript and reference letters until the amount owed to AKU by the student is settled.
- 5.6** Once the account is settled, the Student Finance Office will notify in writing to the Office of University Registrar and will request to release documents held by the University.
- 5.7** A student who has withdrawn from the programme can apply for rescheduling the payment of dues owed to AKU.
- 5.8** Withdrawn student who is desirous of rescheduling his/her net dues owed to the University should submit a written request to Student Finance Office or email to student.finance@aku.edu along with the proposed payment plan.
- 5.9** Manager Finance - Academics will review the request and will recommend the rescheduling of dues to Senior Manager, Finance and Director, Finance.
- 5.10** Senior Manager, Finance and Director Finance are authorized to approve or reject the payment plan of dues owed to AKU for maximum period of one or two years respectively from the date of withdrawal. The extension will be awarded and approved by the Director Finance in exceptional cases upon submission of a written personal guarantee.
- 5.11** Original certificates, letter of reference or transcripts will not be handed over to students who have withdrawn until the outstanding dues are paid off by the student and a clearance has been provided by all departments and Student Finance Office has certified through an email to Office of the Registrar that no dues are outstanding against the student.

6.0 REVISION IN POLICY

- 6.1** This policy shall be reviewed every three year, and changes shall be made if required.

**Tuition Fee – Full time
student Calculation of Refund**

Academic year	2015-2016	
Start date	January 1, 2015	
Tuition fee ³	Rs. 360,000	
Paid by student	Rs. 120,000	4 installments

Case I: Withdrawal before commencement of an academic year

Date of withdrawal	:	December 15, 2014	
Refund amount	:	Fee paid	Rs. 120,000
		Less: Administrative charges	<u>Rs. 7,200</u>

Amount to be refunded Rs. 112,800

Remarks: Full amount paid by student less administrative charges will be refunded as the withdrawal is before commencement of academic year.

Case II: Withdrawal after commencement of an academic year

Date of withdrawal	:	February 15, 2015	
Fee to be charged	:	Rs. 360,000 / 12 x 1.5 = Rs. 45,000	
Refund amount	:	Fee paid	<u>Rs. 120,000</u>
		Less: Fee chargeable	Rs. 45,000
		Administrative charges	Rs. 7,200
		Amount to be refunded	<u>Rs. 67,800</u>

Remarks: Pro-rated amount will be refunded after deduction of administrative charges as withdrawal is after commencement of academic year.

³ Working examples have been provided in Rs. for simplicity purpose. The actual calculation will be made in respective currency in which the fee is charged to the student

**AGA KHAN UNIVERSITY
SCHOOL OF NURSING AND MIDWIFERY
Post-RN BScN Degree Programme
Part Time Programme Planner**

THREE YEAR PROGRAMME PLANNER
(REVISED ON DECEMBER, 2016)

YEAR 1			
Semester I	Credits	Semester II	Credits
SC 431: Life Science	2.0	SC 432: Pathophysiology	4.0
NU 361: Teaching & Learning :Principles and Practices	3.0	SC 333: Introduction to Biostatistics	3.0
EN 414: English I	2.0	EN 415: English II	2.0
HU 122: Educational Technologies	3.0		
Total	10.0	Total	9.0
Year Total = 19.0			
YEAR 2			
Semester III	Credits	Semester IV	Credits
NU 346: Health Assessment	3.0	NU 348: Advanced Concepts in Adult Health Nursing	6.0
HU 320: Culture Health & Society	2.0	HU 428: Care of Elderly	3.0
SC 433: Nursing Research	3.0		
NU 453: Professional Development in Health Care & Leadership	2.0		
Total	10.0	Total	9.0
Year Total = 19.0			
YEAR 3			
Semester V	Credits	Semester VI	Credits
NU 476: Advanced Concepts in Community Health Nursing	5.0	NU 444: Senior Elective	6.0
NU 491: Concepts of Palliative Nursing	3.0	NU 493: Mental Health Nursing and Concepts of Behavioral Psychology	6.0
EN 416: English III	2.0	EN 417: English IV	2.0
Total	10.0	Total	14.0
Year Total = 24.0			
Programme Total = 62.0			

FOUR YEAR PROGRAMME PLANNER***(REVISED ON DECEMBER, 2016)***

YEAR 1			
Semester I	Credits	Semester II	Credits
SC 431: Life Science	2.0	SC 432: Pathophysiology	4.0
EN 414: English I	2.0	EN 415: English II	2.0
HU 122: Educational Technologies	3.0		
Total	7.0	Total	6.0
Year Total = 13.0			
YEAR 2			
Semester III	Credits	Semester IV	Credits
HU 320: Culture Health & Society	2.0	SC 333: Introduction to Biostatistics	3.0
EN 416: English III	2.0	EN 417: English IV	2.0
NU 361: Teaching & Learning :Principles and Practices	3.0	HU 428: Care of Elderly	3.0
Total	7.0	Total	8.0
Year Total = 15.0			
YEAR 3			
Semester V	Credits	Semester VI	Credits
NU 346: Health Assessment	3.0	NU 348: Advanced Concepts in Adult Health Nursing	6.0
SC 433: Nursing Research	3.0		
NU 453: Professional Development in Health Care & Leadership	2.0		
Total	8.0	Total	6.0
Year Total = 14.0			
YEAR 4			
Semester VII	Credits	Semester VIII	Credits
NU476 Advanced Concepts in Community Health Nursing	5.0	NU444 Senior Elective	6.0
<i>NU 491: Concepts of Palliative Nursing</i>	3.0	NU493 Mental Health Nursing and Concepts of Behavioral Psychology	6.0
Total	8.0	Total	12.0
Year Total = 20.0			
Programme Total = 62.0			

FIVE YEAR PROGRAMME PLANNER***(REVISED ON DECEMBER, 2016)***

YEAR 1			
Semester I	Credits	Semester II	Credits
SC 431: Life Science	2.0	SC 432: Pathophysiology	4.0
EN 414: English I	2.0	EN 415: English II	2.0
HU 122: Educational Technologies	3.0		
Total	7.0	Total	6.0
Year Total = 13.0			
YEAR 2			
Semester III	Credits	Semester IV	Credits
NU 361: Teaching & Learning :Principles and Practices	3.0	NU 348: Advanced Concepts in Adult Health Nursing	6.0
NU 346: Health Assessment	3.0		
Total	6.0	Total	6.0
Year Total = 12.0			
YEAR 3			
Semester V	Credits	Semester VI	Credits
HU 320: Culture Health & Society	2.0	SC 333: Introduction to Biostatistics	3.0
EN 416: English III	2.0	EN 417: English IV	2.0
Total	4.0	Total	5.0
Year Total = 9.0			
YEAR 4			
Semester VII	Credits	Semester VIII	Credits
NU 453: Professional Development in Health Care & Leadership	2.0	NU 493: Mental Health Nursing and Concepts of Behavioral Psychology	6.0
SC 433: Nursing Research	3.0		
Total	5.0	Total	6.0
Year Total = 11.0			
YEAR 5			
Semester IX	Credits	Semester X	Credits
NU 491: Concepts of Palliative Nursing	3.0	NU 444: Senior Elective	6.0
NU 476: Advanced Concepts in Community Health Nursing	5.0	HU 428: Care Of Elderly	3.0
Total	8.0	Total	9.0
Year Total =17.0			
Programme Total = 62.0			

**THE AGA KHAN UNIVERSITY
SCHOOL OF NURSING AND MIDWIFERY
Mitigation Form**

Student ID

Student's Name

Nature of Mitigating Circumstances

Please tick appropriate box:

Own Illness/accident

Victim of Crime

Family Member Illness/ bereavement

Other Unforeseen Circumstances, Specify

Please give details of the nature of mitigating circumstances:

Is there any evidences provided:

Yes, please specify

No

Impact on Studies

Short of Attendance (could not attend classes) Mention dates and name of courses

Assignment Deadlines Missed, Mention assignment and course title

Others

(Student signature)

Office use only

Action by Faculty/Coordinator:

Notes recorded by:

Name and Signature

Date

Approved by Programme

Assistant Dean:

Name and Signature

Date