



آغا خان یونیورسٹی
THE AGA KHAN UNIVERSITY

Faculty of Health Sciences
Medical College

STUDENT HANDBOOK – 2024
Associate of Science in Dental Hygiene

Distributed by University's Office of the Registrar
February 2024

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



ASDH Programme

Welcome to the Associate of Science in Dental Hygiene Programme (ASDH Programme) at the Aga Khan University (AKU), Karachi.

The ASDH Programme has been developed by dedicated men and women from around the globe. The Programme founder and local faculty guided the development with passion, perseverance, and a strong steady hand to make it unique to the needs of the Pakistani people. Interdisciplinary collaboration with the School of Nursing and Medicine makes our dental hygiene students aware of the intertwined art and science of overall human health.

Many international volunteers have extended endless hours crafting the courses and arranging learning experiences that will surely expand the student experience to the goal of being an independent health care provider. The AKU is and continues to be a most honored University, one that students in Pakistan set their sights upon for further education.

Being accepted into the Programme brings both pride and responsibility. Your responsibilities include taking good care of your own health to allow you to carry through with the demanding coursework and laboratory procedures. Other responsibilities demand that you adhere to strict codes of conduct and ethical standards. You are being groomed to be leaders and advocates for the advancement of social changes and health policies for the people of Pakistan. In addition to all of that, you are being held to strict guidelines outlining integrity, dedication, compassion, and honesty to name a few.

Your graduation from the AKU ASDH Programme will allow you to grow as an individual and allow you to be seen as a deliverer of hope - with better oral health outcomes for those you touch in your work environment. You are being given a once-in-a-lifetime opportunity to achieve greatness for yourself, and in doing so bring health and hope into the lives of those you serve.

I wish you all the best on this journey. Every day will have challenges and the ways and means by which you overcome them will grow your self-esteem and self-worth. You will change and grow into a healthcare professional who will be proud to say you are a Dental Hygienist and graduate of the Aga Khan University, Associate of Science in Dental Hygiene.

Welcome and good luck,

Dr Ali Sadiq
BDS, MSc (Clin), MPERIO RCSEd, FHEA
Director, Associate of Science in Dental Hygiene (ASDH)
Assistant Professor, Department of Surgery
Aga Khan University

ASDH Programme Vision and Goals

Programme Vision:

In keeping with the AKU vision, the graduates of ASDH will shape the future of this new profession of dental hygiene in Pakistan by demonstrating leadership in private and public policies. The academic programme of the ASDH will strive to meet the vast unmet oral health needs of the population it serves by teaching and mentoring students to become primary oral health care providers in the promotion of healthy lifestyle choices.

To fulfil this vision, the programme will provide education by promoting scholarly activity in dental hygiene theory and practice. The ASDH programme will provide high quality education and services in a cost-efficient manner to the population it can reach by its programme.

Promotion of continual educational growth and development of each individual through lifelong learning is a stronghold of the ASDH programme.

In an effort to meet the large population needs, the ASDH graduates will contribute to solving societal problems in the following key areas;

- Clinical proficiency in dental hygiene therapeutic services
- Provision of oral health promotion and public education activities related to preventive services
- Exhibit leadership and management skills to create and shape dental hygiene public and private policies in the region

Programme Mission:

Consistent with the AKU mission, the ASDH mission is to provide quality education to dental hygiene students through dental hygiene theory and practice, comprehensive oral health care services to the community and to promote individual student growth and development through life-long learning.

Graduates of the ASDH programme will become future leaders and advocates in education, service, and research through dissemination of dental hygiene knowledge.

Programme Values:

- Teamwork: Inter-professional and collaborative teaching and learning environment
- Competence: Evidence based teaching and learning to foster the exceptional quality practice in service provision
- Quality: Clinical learning environment to facilitate the delivery of high-quality patient-centered care.
- Community: Fostering partnerships within the community to continually improve population health.
- Integrity: Ethical and respectful behavior which exudes integrity and professionalism

- Caring and compassionate: Highest level of compassionate patient-centered care through evidence-based practice, education and research.
- Lifelong learning: Promote and provide on-going learning opportunities and encourage professional development.

Programme Outcomes

Upon graduation, graduates will reliably demonstrate responsibility and accountability to the Dental Hygiene profession in the following ways:

1. Provide oral health care services and health promotional activities collaboratively as a member of an inter-professional team and coordinate related activities to a diverse population.
2. Communicate with patients clearly using accurate written, oral and visual means.
3. Use the dental hygiene process of care in the provision of quality patient centered care.
4. Exemplify the ability to evaluate outcomes of dental hygiene interventions, both preventive and therapeutic in the dental hygiene process of care and adjust accordingly.
5. Demonstrate competence in the use of available resources to support the identified needs of individuals, families, and communities in diverse settings.
6. Utilize effective critical thinking and problem-solving skills in their professional practice.
7. Demonstrate integrity, honesty and confidentiality with colleagues, patients, Dental Hygiene council and community while practicing within the legal and ethical practice of the dental hygiene scope of care.
8. Exhibit leadership by initiating and assuming responsibility in health promotion and disease prevention activities for the diverse needs of the population in both urban and rural settings.
9. Utilize scholarly skills and scientific methods to critique and apply new and current dental hygiene theories and research findings in practice settings.
10. Demonstrate awareness of the existing Pakistan health care system and its policies, on the impact of patient care and community needs.
11. Develop leadership skills to become ambassadors in the continual promotion and development of the dental hygiene profession.
12. Sign an affidavit stating that they will be bonded for one to two years' service as a dental hygienist, accept the placement as assigned, accept the stipend as offered, and refrain from negotiating any further articles beyond what is offered.

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SECTION - I

First Week at AKU & Orientation

Student White Coat Ceremony



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 update their contact address and telephone number on the student self-service portal- the AKUROSS. Students must also inform the Student Records Office in case there is a change in address or telephone numbers as soon as a change takes place.

All information about student records are governed by the Confidentiality of Student Records Policy (Appendix C).

Orientation

Starting at university is a busy time, with lots to do and many people to meet. To guide you through the process and make you feel comfortable here, the Student Affairs and Services has planned an Orientation programme to familiarize you with the functioning of the University; will provide you details of the College facilities, how you can get involved in co-curricular activities and most importantly, the University's expectations of its students.

Registration

All students entering AKU must formally register for the two year ASDH programme. The University reserves the right to suspend, or withdraw student registration at AKU in cases where there are discipline or/and academic issues at any stage during the programme.

Completing the Registration Form: You must write your name in the registration form as stated in the Secondary Level Education documents e.g. O' Level Certificate, Matric (SSC) Certificate, IB Diploma, High School etc.). In line with Higher Education Commission (HEC)¹ requirements, this name (and spelling) will be printed on the parchment that you will receive upon completion of the 2 year ASDH programme.

Identity Cards (ID)

During your first week at AKU, you will be photographed for your AKU ID card. This card identifies you as a student of the AKU ASDH programme.

Remember: - Your ID Card - Your Identity.

You must wear your identity cards at all times to allow yourself uninterrupted access and movement on Campus. The security guards have instructions to ask to show your

¹ Regulatory Body in Pakistan

ID card; and if not produced, have the authority to restrict entry or movement on Campus.

The loss of an ID card should be reported to the Office of the Registrar immediately with a request for a new card by completing the ID request form and making the required payment.

Important Contacts

Office	Email	Extension
Dr. Laila Akbarali Interim Vice-Provost, Student Affairs and Services & University Registrar	laila.akbarali@aku.edu	4405 / 4408
Mr. Danish Imtiaz Nazar Ali Associate Director, Student Affairs and Services	danish.imtiaz@aku.edu	69095
Mr. Amin Lakhani Manager, Student Affairs and Services	amin.lakhani@aku.edu	4535
Admissions Office	mbbs.query@aku.edu	4410 / 4412
Student Records Office	student.records@aku.edu	5449 / 4537
ASDH Programme Office	noureen.shah@aku.edu	3711
International Office	nasreen.sheikh@aku.edu	5456
Front Office: Office of the Registrar (SONAM)	salimah.najmuddin@aku.edu mirza.rahman@aku.edu	5454 69075
Finance Office	student.finance@aku.edu	2421 / 2166
Male Hostel	tabassum.nadeem@aku.edu	4420
Female Hostel (SONAM)	mehrunissa.kabani@aku.edu	5455
Representative for AKUROSS	registrar.systems@aku.edu	5435

Taking Residence

The hostel rules may be viewed on our website

[Accommodation](#) | [Admissions](#) | [The Aga Khan University \(aku.edu\)](#)



SECTION - II

Policies, Procedures and Life at AKU

Defining a Student at AKU

The definition may be viewed on our website [definition-of-student.pdf \(aku.edu\)](#)

Facilities on Campus

The facilities available may be viewed on our website

[Campus Facilities | Student Life | The Aga Khan University \(aku.edu\)](#)

The Faculty of Health Science Library

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 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.

For details or timings, borrowing book and online access of books, please visit the website <https://www.aku.edu/library/pk/fhs/Pages/home.aspx>

Digital Scholarship Centre - Teaching & Learning Commons

Details on Digital Scholarship Centre – Teaching & Learning Commons are available on <https://www.aku.edu/library/pk/av/Pages/home.aspx>

Internet Access

Details on the electronic/ online access policy for academic purpose are given as appendix I.

The Sports & 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 spouse and children), students, volunteers, retired employees, and Trustees of the Aga Khan University (AKU). Students automatically become members of the Sports Centre upon their registration with AKU. The student's 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 to 8:30 am and 12:00 pm to 10:00 pm and Saturday and Sunday from 12:00 pm to 10:00 pm.

Facilities available:

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

- i. **An Olympic-sized Swimming Pool:** 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 while swimming**.
- ii. **A multipurpose Gymnasium:** to play Badminton, Table Tennis, Basketball, Volleyball, Netball, and Badminton. Students need to bring their own sports gear/equipment.
- iii. **Tennis Courts:** There are 4 Tennis Courts. Of these, one court has a practice wall for starters.

Two Tennis Courts have been converted into an Interchangeable Futsal Court (5 aside soccer) and an outdoor Basketball Court with movable trolleys.
- iv. **Two Squash Courts:** *These are* air-conditioned with appropriate lighting, wooden floors and a glass back wall.
- v. **Weight Training (fitness) Room:** A professional trainer is available from Monday to Saturday 6 pm to 10 pm to assist members using the equipment/machines.
- vi. **Aerobic Room: This room is reserved for women and is** equipped with fitness machines. Aerobic/Zumba sessions are organized regularly.
- 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. **Outdoor Volleyball Court:** *this is* adjacent to the tennis courts with lights.
- ix. **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 goalposts have been placed to play football on the designated days.
- x. **Walking/Jogging Track:** There is a 500-meter walking/jogging track around the lush green Cricket/Football Ground.
- xi. **Cricket Nets:** Two turf pitches and a cemented pitch are available for practice in the fully covered Cricket Nets.
- xii. **Snack Outlet:** This outlet provides snacks and is open daily from 12:00 pm to 9:00 pm.
- xiii. **Tea Garden and Bamboo Shed:** Surrounded by planters, trees, and a lush garden, this shed provides a relaxing atmosphere to enjoy a moment of relaxation and a meal.

Sports coaching:

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

Student Services

Students must contact the Records Office to obtain student services. This office is located within the Student Services, University Center – Ground Floor (Adjacent to HBL).

To avail the following services, a formal application must be submitted; the applicable fee should be paid; financial clearance should be sought prior to submitting the request.

These forms are available online at

[Services | Office of the Registrar | The Aga Khan University \(aku.edu\)](#)

Bonafide letter:

Students may request Bonafide letters through self-service option available on AKUROSS.

A bonafide letter is requested when students need to inform an agency that they are an AKU student. This letter provides the required verification.

Time for processing of request for copies of Bonafide Letter is five working days:

Transcript Request:

Students may request their transcripts through self-service option available on AKUROSS.

Attestation Service Requests: The charge for first 5 copies are free of cost; additional copies are Rs. 50/- each (processing time is 5 working days). Please note that no document(s) will be attested without seeing the original.

Verification Services: The following enrolment and student records may be verified by current students and alumni.

Types of Verification:

- **Academic Rank and Certifying Examination Scores:** only available to graduating students and alumni. This information is *only provided to the institution* to which the candidate may have applied, and they have made a formal request for this information.
- **Bona fide Letters:** For graduates, a copy of the Request Form is available at www.aku.edu/admissions/Documents/bonafide-letter-request.pdf
- **Degree / Diploma Verifications:** A copy of your parchment or diploma should be submitted with the request for its verification 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:** For graduates, a copy of request form is available at www.aku.edu/admissions/Documents/transcript-request-form.pdf

Processing Time

The 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 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: Office of the Registrar can only process requests upon receipt of written clearance from the Finance Office stating that the student/alumni have no fees or loans outstanding and/or or satisfactory arrangements have been made.

Contacts

Student Services Center - Student Records Office
University Center - Ground Floor
Adjacent to Habib Bank Limited
Aga Khan University
P.O. Box 3500, Stadium Road
Karachi 74800 Pakistan
Email: student.records@aku.edu

Office Hours

The Student Services Counter and the Cash Office located in campus at Male Hostel courtyard remains open from Monday to Friday between 9:00AM to 5:00 PM.

One45

Through this platform, students access Medical College assessments; all examination and curriculum schedules of relevant information or day to day functioning in the class.

eQUAD

eQuad is a central online platform for medical students to access relevant AKU websites, including the One45 and AKUROSS. Students also access enrolled courses (VLE) the Dean's Monday AM email, updated information about events within student societies and across AKU. Students may log in to eQuad using their AKU user ID and password.

AKUROSS

The Aga Khan University Registrar's Office Student System (AKUROSS) provides access to the Student Centre where students are able to View **Personal Information, Academic Records and Financial Data**. Students with relevant should contact the Registrar Office; queries related to finance may be referred to the Finance Office.

In addition, through the **Student Centre, students can access their self-service portal**. Student will be provided their portal access information at the time of registration with AKU. This access will always remain active.

Student Finance

University Finance Department

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 as provided 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. (Pls refer policy???)

Payment mode: According to the Higher Education Commission (HEC) rules, the University is not authorized to collect fee in cash. To comply with these regulations, fees cannot be deposited in cash to the AKU cashier office and in any of our bank accounts.

Banking Details for students categorized as 'Resident Students':

Payments for 'resident students': Resident students virtual bank account will be opened in Standard Chartered Bank after joining program at AKU. Students will pay all fee through virtual bank account and no other mode of payment will be accepted. Only at the time of Admission, Students are advised to pay in the following Habib Bank account:

Account Title:	The Aga Khan University
Bank Name:	Habib Bank Limited
Branch Name & Code:	Karsaz Branch - 0896
Account #:	0896-79006003-01
NTN #:	1206240-5
Swift Code:	HABBPCCA
IBAN #:	PK27 HABB 0008967900600301

Banking Details for Non-Resident Students: Students categorized as 'Non – Residents' may pay their fees using any of the following options:

Online Funds Transfer from any bank to University Foreign Bank Accounts: You may deposit fees in the University's foreign currency bank account through the online banking facility. Bank details are as follows:

Account No	0786-79014650-11
Account Title	The Aga Khan University
Bank	Habib Bank Limited

Branch	Plaza Branch-Branch Code 786
IBAN No	PK11 HABB 0007 8679 0146 5011
SWIFT Code	HABBPCCA
Intermediary Bank Details	
Account with	Citibank N.A. New York, USA
Swift Code	CITIUS33XXX
Beneficiary Bank Account Name	USD HBL HO
Beneficiary Account #	36394582
Swift Code	HABBPCCA007

Other payment option for both Resident and Non-Resident category students:

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

The payment acknowledgement receipt given by the bank should be emailed to student finance office or emailed to student.finance@aku.edu or intimating the office by calling at Tel: 92 21 34930051 (Ext # 2166, 2421)

Contact: for any queries that you may have, please contact the Student Finance Office +92 21 34930051(Ext # 2166, 2421, Direct # 021 34869135 / 9134) or email at student.finance@aku.edu.

Financial Assistance Programme

Introduction

Aga Khan University, Pakistan (AKU, P) operates a needs-sensitive Financial Assistance (FA) Programme to support students who do not have the means to meet the entire educational expenses of the programme.

Financial assistance is awarded on the basis of the assessment conducted by the University. This evaluation is based on the applicant's socio-economic profile as declared in the application submitted to the University and information provided during interviews with applicants and their parents.

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

Application for Financial Assistance – Procedure

To apply for financial assistance, students are required to complete the Financial Assistance Application Form, and submit it, along with all the required documents and evidence as specified on the covering page of the Application Form, either in person to the Student's Financial Counseling and Assistance Office (SFCOA) located at First Floor of Dean's Office or via courier to the following address:

Student Financial Counseling and Assistance Office

1st Floor, Dean's Office, Aga Khan University
P.O. Box 3500 Stadium Road, Karachi, Pakistan

All applications must be submitted by the deadline mentioned in the form. **Incomplete and / or late applications will not be considered for evaluation or awarding of Financial Assistance.** For further information email at student.fa@aku.edu.

Schedule to receive applications for financial assistance for onboard students:

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

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

Revision

Applicants may submit a request for a revision of their assistance. This appeal may be made to the Student Financial Counseling and Assistance Office for a review of the application. The University will only consider the review appeal if it is supported with additional information and documents.

The appeal for a review of the financial assistance application may be **submitted once, unless there is a change of circumstances after the appeal has been heard.**

The University's decision for a review application will be considered final.

For further information email at student.fa@aku.edu.

Please Note:

1. Submission of false information or evidence may call for disciplinary measures including denial of assistance and possible expulsion from the University.

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

Loan Documentation

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

Scholarships:

In recognition of excellence in academic performance, the University awards the Aga Khan University (AKU) Scholarship to Year 2 students who are amongst top 15% of the class and secured a cumulative GPA of 3.5 or above in year 1. No application is required for this scholarship.

Faculty - Student Mentorship Programme

The Aga Khan University medical college offers a mentorship programme for student support in the initial two years. This programme has been developed following input from students and previous faculty mentors. It is overseen by the Counselling Services and Wellness Office, Student Affairs and Services.

Student Mentorship Programme: Each incoming student is assigned to a mentor-mentee group with a designated faculty mentor and a small number of students from their own class as well as from year 2. They will be introduced to each other in the first few weeks after admission. Mentors provide support to their mentees on an individual basis as well as through WhatsApp groups.

Schedule of Meetings: Mentors and year 1 mentees will meet according to a pre-arranged calendar, as well as per need of the student or the moment. During the first half of the academic year, the mentors and mentees have two mandatory meetings, while in the latter half of the year at least one mandatory meeting is arranged. Mentees are encouraged to initiate meetings in addition to the scheduled ones, if need be, and are responsible for setting the agenda of the meetings. Year 2 students do not have mandatory meetings but have the option to seek support from the mentors as per their requirement.

Role of the Mentor: The mentor will be the initial adviser, explorer of ideas and career choices, and facilitator for navigating their academic journey. Mentors are selected from a group of faculty members motivated to help students and are aware of the

student activities and problems peculiar to their stage and year. If a student presents an issue that is beyond the scope of their role or capacity, they will make referrals or guide the student to connect with the relevant personnel.

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

Mentorship programme committee: A committee, with representation from the students, academic leadership of basic sciences years and the Office of Student Affair & Services oversees the functioning of the mentorship programme.

Student Health Service Plan

The Student Health Services Plan is applicable to full time students enrolled in programmes in the Aga Khan University ("AKU"), Pakistan.

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

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

The Counselling Services & Wellness Office

The Counselling Services and Wellness Office (CS&W) aims to promote holistic wellbeing and personal development of all AKU students in Karachi, Pakistan.

Maintaining a special emphasis on mental health, CS&W office runs programs and services to help students develop knowledge, skills and attitudes required for personal and academic success. It strives to foster resilience and a positive mindset in students where they feel empowered to address the challenges that they may be facing and take the initiative to help themselves. It also stands committed to liaise with all the entities across university for building more caring and supportive campus environment.

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/psychiatrist and never goes beyond the clinic or office. The only exception to this rule is a situation in which there is a threat of serious harm to the student seeking support or to others. The services provided by the CS&W office are not charged for separately and include:

Psychoeducational Sessions and Workshops:

To enhance students' personal and professional development, interactive and activity-based sessions are conducted on topics such as self-esteem, social

interaction and relationships, time management, handling stress and difficult emotions, communication skills, conflict resolution, etc. Sessions are also conducted to raise awareness about mental health, reduce stigma and increase familiarity with counselling services.

Wellness Activities:

To promote mental health on campus, wellness activities are organized for all students and AKU community around the important mental health dates. These fun-filled activities have an educational element ingrained in them to create awareness and personal relevance with mental health especially with the protective factors. They also provide an opportunity to experience positive emotions and a sense of collective support on campus.

Individual Counseling Services:

Private one-to-one counselling/psychotherapy services are available for students who may be undergoing difficult situations or mental health issues creating personal distress and/or hurdles in relationships, academics, or other areas.

Appointments for individual session can be taken by emailing student.counsellor@aku.edu. Student counsellors can also be contacted through phone by calling CS&W offices at ext. 4456, or at ext. 4301. Counselling appointments are held in offices below the male hostel in rooms # 73 and 77. Services are available Monday to Saturday during working hours.

Crisis Management

CS&W office supports students during times of crisis by providing immediate psychological and psychiatric support as needed. The student (or someone assisting him/her) should 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. [Appointments can be sought directly or through referrals by student health physicians or student counsellors.](#)

All visits are kept confidential.

Services include psychiatric evaluation, diagnosis, and treatment recommendations, and medications (if recommended) with ongoing monitoring; crisis intervention, coordination of care by referral to counsellors, and liaising with relevant authorities if needed.

To get 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.

Counselling Services and Wellness Team:

CS&W office is staffed with qualified and experienced professionals including clinical psychologists and a psychiatrist. The team currently comprises of:

Dr. Hadia Pasha
Associate Director, Counselling Services and Wellness

Ms Aqsa Hanif
Student Counsellor

Ms Rabeea Saleem
Student Counsellor

Dr. Ayesha Uquaily
Student Psychiatrist

Student Activities

Details on Student Activities are available on

[Student Life | Current Students | The Aga Khan University \(aku.edu\)](#)

Student Code of Conduct and Disciplinary Procedures

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 behavior 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 Student Code of Conduct and Disciplinary Procedures are given as appendix A.

Student Academic Integrity Policy

The University holds Academic Integrity very high. The students are expected to be responsible for being aware of and demonstrating behavior 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.

Details on the Student Academic Integrity Policy are given as appendix B.

Confidentiality of Student Records

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

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



SECTION III

Academics

Philosophy of Associate of Science in Dental Hygiene Programme

Oral diseases, although preventable, are highly prevalent in all regions of the world, with the greatest burden of oral diseases in the disadvantaged and socially marginalized populations. The severe impact can be seen in terms of pain and suffering, impairment of function and effect on quality of life. The disease patterns can be attributed to socio-environmental determinants such as sugar-rich diets, uses of tobacco and other carcinogens and increased consumption of alcohol but also to lack of access to preventive care such as exposure to fluoride and understanding of good oral hygiene. Traditional treatment of oral diseases is extremely cost-prohibitive for most of the population.

The ASDH philosophy has its foundation on health promotion and disease prevention as most oral diseases are preventable. People can engage in pain free living by advocating a preventive approach to their oral health. This educational programme will provide fundamental and progressive principles of systemic and oral health so long-term optimal health can be maintained by all.

Description of the Dental Hygiene Programme

The two-year Associate of Science in Dental Hygiene will be offered full-time on a competency-based model and scientific evidence-based education. The goal will be to develop the intellectual and clinical skills of the dental hygiene graduates to competently provide comprehensive client-centered dental hygiene care in a professional, compassionate, and ethical way.

The two-year programme will be delivered over four semesters teaching both basic science courses as well as four core dental hygiene courses: Dental Hygiene Theory, Clinical Practice, Oral Health Sciences, Community Health and Leadership. Aside from didactic teaching in the classroom setting, student learning will also take place in the lab and clinic settings, using dental models and simulation heads, for a hands-on component of teaching. Theoretical and pre-clinical competency will allow the student to progress to clinical practice which will initially occur through Student Partnered Practice (SPP). Once evaluated as safe and competent, students will provide active dental hygiene care to patients at the dental clinic at Aga Khan University under the supervision of faculty. While in clinic courses, students will have ongoing evaluation and grading based upon the dental hygiene process of care, which includes case assessment, diagnosis, treatment planning, implementation, evaluation, and documentation. The ASDH Programme design also has students participating in dental health education initiatives, promoting oral health awareness in community settings, initially within the AKU campus (1st Year), then to the external outreach areas of AKU campus (2nd year), eventually signing on for a one or two-year placement in outlying communities.

The curriculum will be delivered by a combination of both on-site faculty providing face-to-face teachings as well as Open and Distance Learning (ODL) opportunities from international faculty. ASDH Programme courses will follow the time and credit

guidelines as per the "Credit Framework" policy at AKU. Graduation from the ASDH Programme will require strict adherence to and proficiency in exit competencies established by faculty and based on international competencies for both didactic and clinical courses.

Scheduled Sessions

Classes and clinics are in session from Monday to Friday, between 08.30 hours and 17.30 hours.

1. Students should be in clinic and class at the scheduled time and remain throughout the time. Students arriving within 10 minutes of scheduled time will be marked late whereas; those arriving after 10 minutes will be marked absent. Three times late is equal to one absent. Three absences and the student will be disqualified from the programme.
2. There are clinics held on Monday and Thursday evenings from 17.30 to 20.30 hours. Clinic times may vary depending on the semester.

Registration and Fees

1. Students must register and pay fees as necessary by the given deadline for their names to appear on the official class list.
2. Any student whose name does not appear will not be allowed to attend the class.
3. The degree of participation permitted in a course is negotiated with individual course faculty and director.

Semester Leaves of Absence

Please refer to the Aga Khan University Undergraduate Programme Student Handbook 2019, compiled and updated by the Office of the Registrar: Section II: Student Status; Subsection 4.0: Semester leaves of absence policy.

Attendance Policy

a. Theory Classes

According to AKU policy, students are expected to maintain 100% attendance in all theory classes.

Note: The Office of the Registrar in consultation of respective course faculty may accept requests for approved leave of absence (up to 15%) in the clinical /theory course upon genuine and verifiable reasons.

b. Clinical/Lab

According to AKU policy, students are expected to maintain 100% attendance in all clinical/lab.

The Registrar's Office should be informed prior for leave requests:

1. when a student is unable to attend a clinical day;
2. Missing any clinical time because of their own/blood relative(s) marriage;
3. Missing any clinical time because of the death of a blood relative(s)

Missing the course clinical time will be required to meet with the respective course faculty to arrange for the missed practice time and clinical objectives within the stated semester of study. Rescheduling will be determined by the faculty. This may

require using time from summer semester or adding six months at the end of the programme

Absence/ Sickness

- a) Students who cannot report for a class or clinical, during the semester, due to illness or an emergency, should notify the concerned faculty, director, programme associate and clinic manager as soon as it becomes known. A written application must be submitted to the Registrar's Office who can process your leave further.
- b) If that is not possible, a text/ a phone call/ or an email to the programme associate half an hour prior to the class or clinic must be carried out. In exceptional circumstances, the dental clinic should be informed.
- c) Students are expected to attend all scheduled teaching and examination sessions.
- d) Lack of attendance (Absenteeism) in scheduled teaching learning sessions/clinics and other learning activities reflects unprofessionalism. Absence from these sessions may also render the student ineligible to write the semester-based examinations.

Leave of Absence:

- **Emergency leave:** Leave of absence may be granted for serious illness in the immediate family². Leave of absence may be granted for death in the immediate family* and first level blood relatives.
Upon reviewing the request, a maximum of 3 working days' leave may be granted on account of emergency leave. Absence exceeding a minimum critical period will require prior approval from the Programme Office. Students are required to inform the said Office within **three working days** of the emergency at (92-21) 3486-3711 and/or at email address noureen.shah@aku.edu and provide appropriate documentation if required. It is the responsibility of the student to work on the missed contents of the classes and clinical in consultation with the respective course instructor and director.
- **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 counter, University Center.
(Leave exceeding seven days will need to be made up from the annual leave after consultation with the Programme Office)
- **Maternity/Paternal leave**
 - a. Maternity leave will be granted to students at their request. Student must discuss the maternity leave plan with the programme director at their earliest convenience.

² Immediate family members: parents, siblings, grandparents.

- b. Maternity leaves will be provided up to 2 weeks. Maternity leave of 2 weeks or less may affect successful completion of courses in the semester. Thus, students obtaining this leave will be excused from the semester and will have to resume classes the following year.
- c. Upon request, paternal leave of five working days will be granted to a male student, on the birth of their child. A written request for leave should be made to the programme director.
- **Leave For wedding:** On the basis of relevant evidence, students will be eligible to request **five working days'** leave of absence for personal or siblings' wedding. Leave cannot be granted during examinations. Leave application must be submitted to the Registrar's Office counter at least two weeks in advance. It is the responsibility of the student to catch up with the missed contents of the classes/clinical.
- **Leave for religious Festivals:** Students may request **one day leave** for attending the religious festivals provided the following:
 - Students cannot avail the leaves in addition to the public holidays declared by the Federal Government.
 - The leave cannot be granted during examinations.
 - Leave application must be submitted to the Registrar's Office counter at least two weeks in advance.
- **Leave for Visa Interview Call:** Leave of absence may be granted for the visa interview call. Students may request **one day leave** for the purpose of visa interview. Leave application must be submitted at least one week in advance along with the supporting documents to the Registrar's Office counter.

Note:

- Students absent for an examination without prior permission or adequate supporting medical evidence from the Student Health Service should consider themselves as having failed an examination. Any unapproved leave is considered unauthorized absence from the Medical College and will be considered a disciplinary offence.
- Leave approval is with the Programme Office and should not be sought from the clinical faculty, facilitators and/or mentors.
- Leave of Absence should only be considered for time-bound special circumstances and upon receipt of a written request from a student. The leave request may be denied if the student is unable to give a definite date of return. Unless there are extenuating circumstances, the student will be marked withdrawn from the programme.
- Leave request cannot be granted for more than one academic year.
- If the student requests a Leave of Absence after the commencement of the new academic year, the date of the request will determine whether a student is assigned a "W" (Withdrawn) grade or an "F" (Fail) grade on his/her transcript as prescribed by HEC regulations.

Application Procedure - Leave of Absence:

STEP 1:

Request for Leave of absence is available at the Registrar's Office counter, Student Services, University Center, Ground Floor.

STEP 2:

Complete the request form, attach the supporting documentation and submit it back to the Registrar's Office counter for further processing.

STEP 3:

Your leave will be forwarded to your programme office for approval and the student will be informed accordingly. Please contact Ms. Noreen Shah; Extension: 3711 or email ID: noureen.shah@aku.edu for details.

STEP 4:

Once leave is approved, the Programme Office will notify the student(s), relevant offices, faculty and Student Records Office.

The student is responsible for finding out from the Programme Office whether the leave is approved or disapproved before proceeding for the said leave.

STEP 5:

Approved leave will be recorded in the Student File.

Examination Policy

Course instructors provide necessary information to the students well before the examination period with clear knowledge of exam locations, times, and duration. No student will be allowed to re-enter after a student has left from the exam room.

Departure from exam area:

Students are required to remain in the examination area until the examination has been in progress for first half hour of an exam and may only leave at the discretion of an invigilator. Students, who have left the examination area, having handed in their answer books, may not return. Students shall not be allowed to temporarily leave the

examination area once the examination has started unless accompanied by an invigilator.

If a student arrives within the first half hour of an exam, he/she will be admitted but will not be allowed any extra time. Where a student does not or cannot attend final exam, he or she should immediately provide a written explanation, or evidence supporting the absence, which may include a medical certificate. The supplementary final exam will be taken and student will get the obtained grade.

In the case of externally generated emergencies such as:

Fire alarms

Students will, in an orderly manner, follow the directions of the invigilator and evacuate the exam room, and return to the exam room when the emergency has been cleared. All exam materials must be left in the exam room during such emergency. If the exam is to be continued in an alternate exam location, students will go immediately to the assigned alternate exam location.

Illness during an Examination

If a student is feeling ill during an examination, then he/she should be taken out of the examination room/hall and the nature of the illness to be investigated. If the student takes a few minutes out and then feels better, they may continue but with no extra time. If the student is unable to continue with the exam, then examination policy will be followed.

During exam student must

1. Arrive at the examination site half an hour before time,
2. Refrain from any form of communication with other students upon commencement of the examination, unless communication skills are being evaluated,
3. Bring into the examination location only those aids/resources that have been specified by the course faculty,
4. Refrain from bringing cellular phones, personal audio equipment, and other electronic devices into the examination room unless specifically permitted by the course faculty,
5. Refrain from bringing food into the examination room, unless it is medically necessary in which case consumption of food and beverage must be done in a non-disruptive manner,
6. Abide by the Student Code of Conduct,
7. Ask an invigilator for clarification within the instructed time if aspects of the examination are unclear, but should be aware that invigilators will not answer any question that is deemed to infringe on exam integrity,
8. Bring with them their student ID card to each exam as well as necessary authorized writing and any other required material, and
9. Place all coats and bags in such a manner as to be inaccessible to them while the examination is in progress. They should also refrain from bringing anything of value to the examination room, as the university accepts no liability for lost and stolen items. In an emergency situation (e.g. fire alarm) students will not be able to pick up coats, bags, and other personal belongings.

Requirements for Graduation

Students will be required to have a minimum cumulative GPA of 2.5 out of 4.0, as per AKU policy, in order to graduate with an ASDH designation. The programme should be completed within the two years of full-time study.

Grading

The ASDH Programme follows the AKU Grade Point Average (GPA) system (table below) for reporting and recording final grades of each student. The GPA will be determined on total Grade Points earned and the number of credits accumulated. The requirement for graduation is that all individual courses are completed to a minimum grade of C.

(%) Score	Letter Grade	Grade Points
95 – 100	A+	4.0
90 – 94	A	4.0
85 – 89	A-	3.7
80 – 84	B+	3.3
75 – 79	B	3.0
70 – 74	B-	2.7
65 – 69	C+	2.3
60 – 64	C	2.0
55 – 59	C-	1.7 *
<55	F	0.0

* Not a passing grade.

Please refer to the Aga Khan University Undergraduate Programme Student Handbook 2019, compiled and updated by the Office of the Registrar: Section II: Evaluation of student performance; Subsection 4.0: Re-Sits policy

Evaluation of Course Participants

The primary purpose of evaluation is to assess the effectiveness of learning. Students will be taught self-assessment skills and formative and summative evaluation strategies will be used. Formative feedback will be provided by faculty throughout all pre-clinic/clinical courses with summative evaluations given at the end of each clinical course. The clinical courses will have various levels of skill attainments, with advancement to consecutive levels being dependent on mastery of preliminary skills. The following three levels will be used to reflect students' skill acquisition and mastery of programme content: requirements, competency, and entry to practice. Clinical courses will be graded using the Pass/Fail system based on the achievement of each semester's clinical grade passing criteria on non-critical items. Critical item fails are an

automatic failure for that competency. Furthermore, to progress to next semester the overall score in clinical evaluation should meet the passing criteria as defined in clinical handbook. Clinical competency is a major component of the Associate of Science in Dental Hygiene Programme. Therefore, failure on clinical examinations at any point during the two years will be offered one retake. There is no instructor remedial time offered post-semester as the amount of time given during simulation lab and clinical practice is deemed sufficient to attain a passing mark. Students will be offered two attempts for each clinical competency. If a student fails the first attempt, a mandatory remediation/observation is required prior to the second attempt. All clinical courses must be passed according to the competency requirements outlined in the clinical evaluation booklets. For all clinical practices, with the exception of the first semester, it will be the students' responsibility to assure patients are secured for timely clinical practice, requirements and competencies.

In didactic courses, assessments will occur throughout each semester through a variety of methods which will be identified in each course syllabus. Letter grades will be given at the end for all theoretical/didactic courses.

The minimum passing mark for all theoretical/didactic dental hygiene and non-dental hygiene courses is 60%.

Time Allowed for Graduating from the Programme

The dental hygiene student will be expected to graduate within the allotted programme duration of two years. Remedial education to provide additional opportunities for attainment of exit competencies will be offered to students with unique and extenuating circumstances to a maximum of 6 months past the original date of graduation with that student participating in the regular ongoing clinical experiences. However, theory courses being available once a year will require the student to spend another full year up to three years in total to attain an ASDH degree.

Withdrawal from course

1. Withdrawal from any course is not allowed.
2. Students unable to continue in a course/s for non- academic reasons, such as illness, may request to withdraw and in exceptional cases, a decision by the director in consultation of Registrar's Office may be made.

Voluntary Withdrawal

Please refer to the Aga Khan University Undergraduate Programme Student Handbook 2019, compiled and updated by the Office of the Registrar: Section II: Student Status; Subsection 5.0: Voluntary Withdrawal policy.

Transfer Credit

Please refer to the Aga Khan University Undergraduate Programme Student Handbook 2019, compiled and updated by the Office of the Registrar: Section IV: Degree Requirements; Subsection 6.0: Transfer Credit policy

Evaluation Method

1. The primary purpose of student evaluation is to assess learning. Students are encouraged to assess themselves throughout the programme.

2. Assessment occurs throughout the semester through a variety of methods stated in each course syllabus.
3. Students failing to appear for the scheduled examinations will receive a zero (0) on the examination. Students will not be allowed to re-sit the missed examination.
4. The passing mark for all dental hygiene and non-dental hygiene courses is 60% (C).
5. All clinical courses must be passed at a satisfactory level according to the components stated in the Dental Hygiene Practice course guides.
6. Formative feedback is provided throughout the semester. A summative evaluation is given at the end of each clinical course.
7. Letter grades are given at the end of all the courses for theory component; and pass/fail is given for clinical component. (See Evaluation of course participants, page 11, above)
8. Professionalism is expected of all students in classroom or clinic as outlined in the ASDH Student Handbook and Clinic Manual. This pertains to all aspects of personal grooming, behavior, and upholding all that is traditionally expected from a health care professional. During the course of the programme, behavior deemed unprofessional will result, but not limited to a warning letter. Three warning letters and the student will be disqualified from the programme. Any egregious behavior violating the Student Code of Conduct or university policy will be grounds for a disciplinary hearing.

Feedback of Assignment/Exam Papers with Students

1. Unit test and midterm exam papers will be shown to students.
2. 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 if requested.

Assignment Deferral Policy

1. All assignments should be submitted on time. In case of delay in submission of assignment, the students must submit a Deferral Form to the concerned course faculty, prior to the due date.
2. In case of exceptional circumstances, deferral of assignment from due dates is acceptable without penalty if prior negotiation was done with the course faculty. In case of non-negotiation, 2% deduction policy will be applicable.
3. If the extension is required under non-exceptional circumstances, the deferral form may be accepted, and the student can submit the assignment on the negotiated date and time. 2% per calendar day will be deducted until submission.

Final Exam Deferral

In special circumstances if the student is unable to appear in the final exam, the students must inform concerned course faculty and director and submit an application to the Office of the Registrar, prior to the due date. If the reason provided will be considered valid then he/she can appear in supplementary/re-sit exam. This will be counted as first attempt.

Progression Criteria

Minimum cumulative and semester GPA of 2.50 is needed to progress. All courses must be passed by the end of each semester in order to proceed to the next level of study, including any required prerequisite course. One re-sit of theory examination will be offered. Remedial clarification of theory material will be assigned by an instructor with

feedback up to a maximum of 10 hours. Remedial clinical performance is not offered to a failing student beyond the regular hours of simulation lab or clinical hours.

Due to the nature of the programme, set up in non-overlapping semesters of study, students failing on the re-sit examination, clinical or theory will have to repeat the year.

The maximum number of years that the student can repeat courses to attain the Associate of Science in Dental Hygiene is capped at THREE (3) years.

Re-sit Policy

1. Students will be permitted to take only one re-sit examination at the end of the semester for each of the courses, if they receive score between 55% - 59%
2. After re-sit examination, a student will be eligible for a maximum grade of 'C+' (C plus) 69%, even if a higher mark is obtained. To succeed, students must demonstrate competence in both theory and clinical areas in all dental hygiene and non-dental hygiene courses. Transcript will note that the student has raised his/her grade via a resit attempt.

Repeating a Course

A failing grade (F) is assigned to any grade lower than a C- (C minus). Students receiving a failing grade are not eligible for a re-sit but must repeat the course. A student repeating any course will be eligible for a maximum of 'B' (B plain) grade. Transcripts will note that a student has raised his/her grade via a repeat. Where a student is required to repeat a course both attempts at the course will be recorded on the student's transcript; however, the new score will replace the previous score in the calculation of the student's GPA and CGPA.

Requirements for Graduation

- a. All theory courses must be passed with a minimum cumulative GPA of 2.50;
- b. All cumulative grades for patient clinics and clinical competencies must be PASSED.

Postgraduate Commitment

Graduating students are expected to give service to the community of their growth by providing dental hygiene services for a stated stipend, for one or two years. Students will accept the placement as awarded with the stipend and additional clauses as stated. Students will sign and agree to this clause prior to initiating their studies in the programme.

Awards

A "Best Graduating Student Award" will be presented to student achieving the highest CGPA of the Graduating Class. A minimum CGPA of 3.50 or greater is required for consideration.

The student must have upheld all the tenets expected of a health care professional through the two years of study.

Examination Results & Transcripts

Results

- a. Examination schedules are available with the programme coordinators.
- b. After every examination, results are discussed and approved at an Admission and Progression (ADPR) Committee meeting. This meeting is normally held within 10 working days of the examination. Once approved, the results are announced which may be viewed on the AKUROSS self-service portal.

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

- c. In case of failure in an examination, it is the student's responsibility to enquire from the Student Records Office for remediation schedule as approved by the ADPR Committee.

Transcripts

Transcripts are in the custody of the Office of the Registrar. Scores, grades and cumulative GPAs are shown on the transcript.

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

To make a request if you are overseas: You can access and download the Transcript Request Form through a web-link: www.aku.edu/admissions/Documents/transcript-request-form.pdf. Duly filled transcript request form should be e-mailed at student.records@aku.edu for generating the requested transcripts.

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



SECTION IV

Graduation & 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 related information, please contact Office of the Registrar.

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

Hostel and Lockers: Students living in the AKU hostels must vacate their rooms according to the guidelines provided by the hostel management.

All things left behind will be garbaged as the rooms are handed over to Maintenance Department for cleaning purposes.

Day scholars who would have been issued lockers must vacate these as soon as the final results are announced. Personal property found in the lockers will be disposed off within a week of the results announced without any intimation to the concerned student.

Collection of Original Documents

Upon graduation, students are requested to collect original documents deposited with the Office of the Registrar when admitted to the ASDH Programme. Please note that these documents will be destroyed after 10 years according to the retention of records policy.

Alumni Registration:

At Convocation, upon successfully completing respective academic programmes, students automatically join the Aga Khan University Alumni Association. As members, they benefit from being part of a growing network of alumni in leadership roles in over 50 countries around the World.

Alumni also continue to partner with AKU as faculty and staff, as well as friends and supporters and in extending the University's impact nationally and globally.

As members of the AKU alumni family, graduates also receive a lifetime @alumni.aku.edu email address. Graduates are encouraged to obtain their AKU Alumni Cards, through which they can access a number of services and facilities around Stadium Road campus, including, among others, use of the AKU Libraries, Learning Resources Centre (LRC), Sports and Rehabilitation Centre (SRC)*, and AKUH Concierge Service for their parents.

To register for the Alumni Card, please visit the Office of Alumni Affairs or call extension 4548.

Financial Assistance documents (where applicable): Aga Khan University loan documents should be completed and submitted to the Financial Assistance Office.

Please contact Ms. Maryum Anis Ur Rahman / Mr. Gul Khawaja for further information and assistance. This is an essential and legal requirement.

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

Regalia/ Jamiaposh: Graduands are required to order their 'Jamia Poash' soon after ASDH final semester examination through the University Administration. The Jamia Posh is returnable after the Convocation. Your wearing the Jamiaposh identifies you as a graduate at 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 together with a clearance from the finance office should be submitted at East Reception, Office of the Registrar's counter in the School of Nursing and Midwifery.

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

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



Appendix: University Policies

Appendix A: Student Code of Conduct & Disciplinary Procedures

<https://www.aku.edu/admissions/Documents/policy-code-of-conduct-009.pdf>

Appendix B: Student Academic Integrity Policy

<https://www.aku.edu/admissions/Documents/policy-academic-integrity-017.pdf>

Appendix C: Confidentiality of Student Records

<https://www.aku.edu/admissions/Documents/policy-confidentiality-records-013.pdf>

Appendix D: Student Anti-Harassment Policy

<https://www.aku.edu/admissions/Documents/policy-anti-harassment-028.pdf>

Appendix E: Students with Outstanding Accounts with the University

<https://www.aku.edu/admissions/Documents/policy-outstanding-accounts-024.pdf>

Appendix F: Names on Degree, Diploma and Certificates Policy

<https://www.aku.edu/admissions/Documents/policy-names-on-parchments-027.pdf>

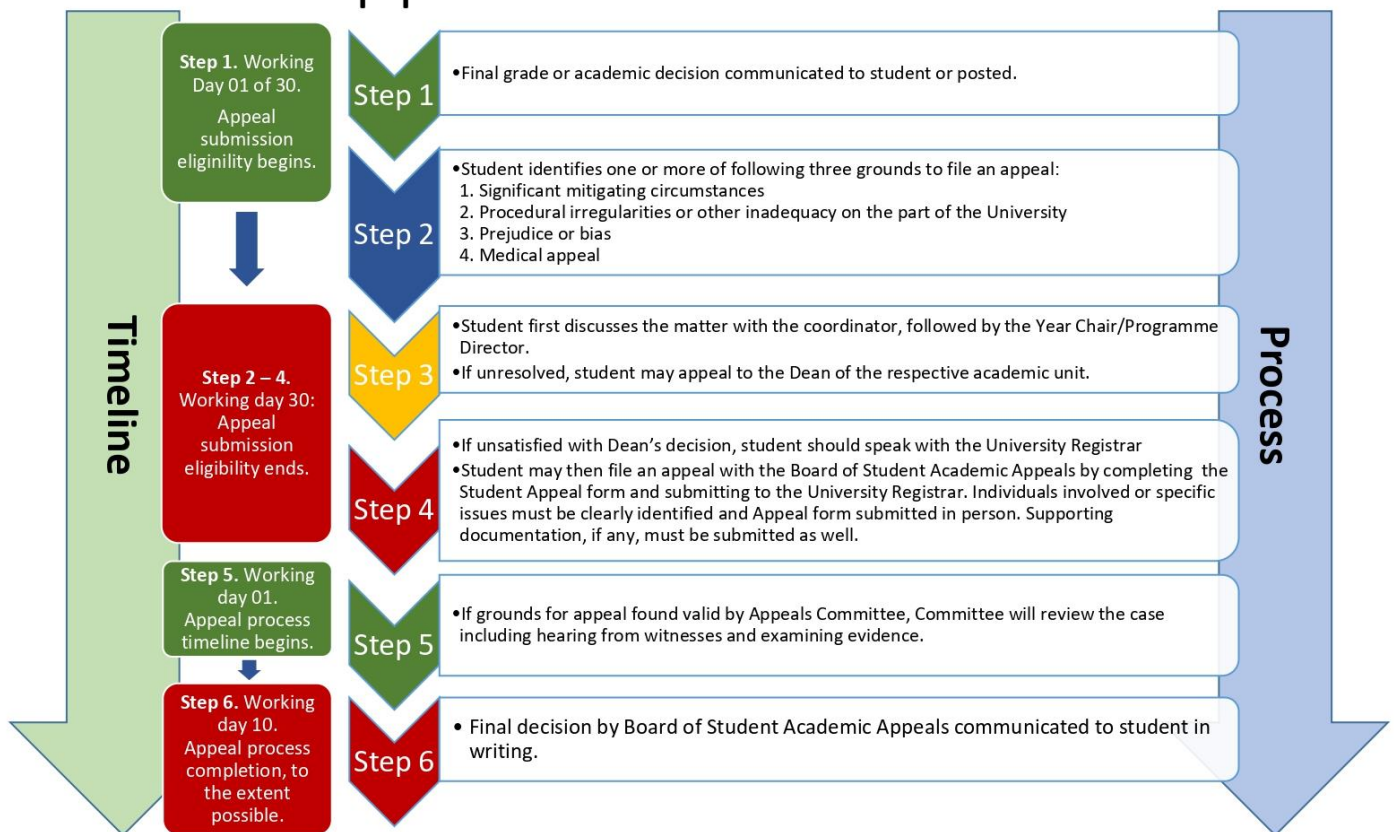
Appendix G: Student Health Service Plan

<https://www.aku.edu/admissions/Documents/student-health-services.pdf#search=policies%20on%20student%20health>

Appendix H: Board of Student Academic Appeals

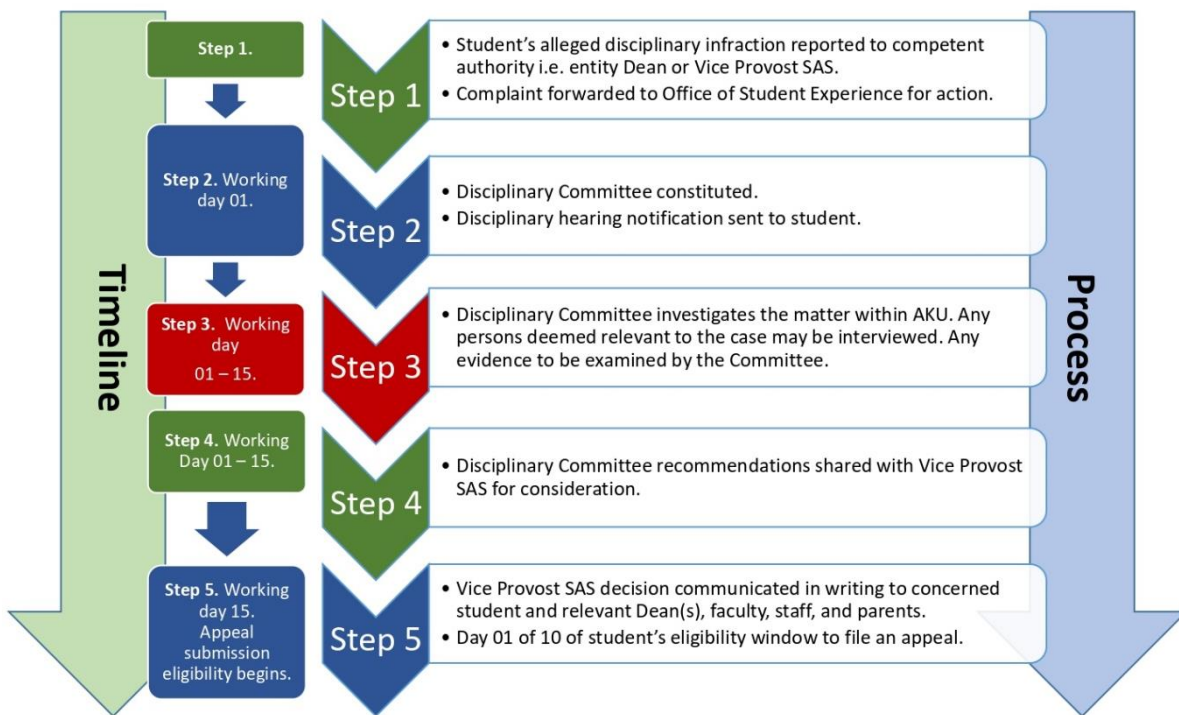
<https://www.aku.edu/admissions/Documents/policy-academic-appeals-026.pdf>

Academic Appeals Process*



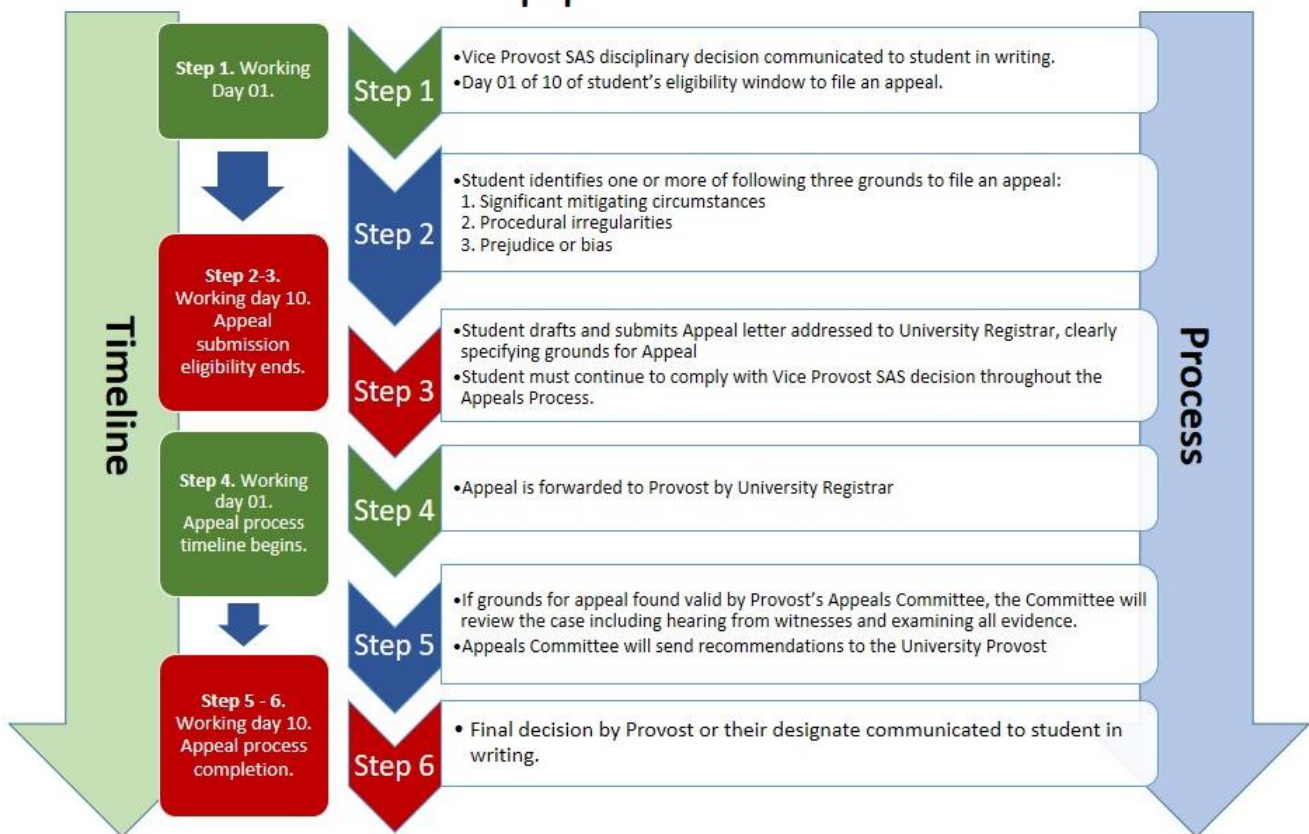
*As per AKU Policy 026 – Board of Student Academic Appeals, updated October 2019

Non-Academic Disciplinary Hearing Process*



*As per AKU Policy 009 - Student Code of Conduct and Disciplinary Procedures, updated October 2019

Non-Academic Appeals Process*



*As per AKU Policy 009 - Student Code of Conduct and Disciplinary Procedures, updated October 2019

Appendix I: The Electronic / Online Access Guidelines for Students (Policy # 044)

<https://www.aku.edu/admissions/Documents/policy-electronic-online-access-for-students-044.pdf>

Appendix J: Dress Code

Summary of the Dress Code

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

General Recommendations:

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

Please note that

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

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

Specific Recommendations:

Male students (medical) in non-clinical environment

All general recommendations apply;

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

Male students (medical) in clinical environment/setting

All general recommendations apply;

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

Female students (medical) in non-clinical environment/setting

All general recommendations apply;

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

- White coats should be worn in all appropriate settings.

Female students (medical) in clinical environment/setting.

All general recommendations apply.

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

STUDENT AFFIDAVIT

(Please complete the Affidavit and submit the same to the Registrar's Office for Student's File)

I _____ have read the ASDH student handbook personally. By signing this page, I agree to uphold all the tenets contained herein to the best of my ability.

I understand the term PLAGIARISM and will not engage in such behavior. To do so will allow the authorities of Aga Khan University to expel me and forever have record of such on my file.

As a student in the ASDH Programme I am expected to dress appropriately, to conduct myself in a manner that behooves a health care professional, to be punctual, to take responsibility for my faults and mistakes, and to carry out with care and concern - for the patient - all procedures I am learning to do.

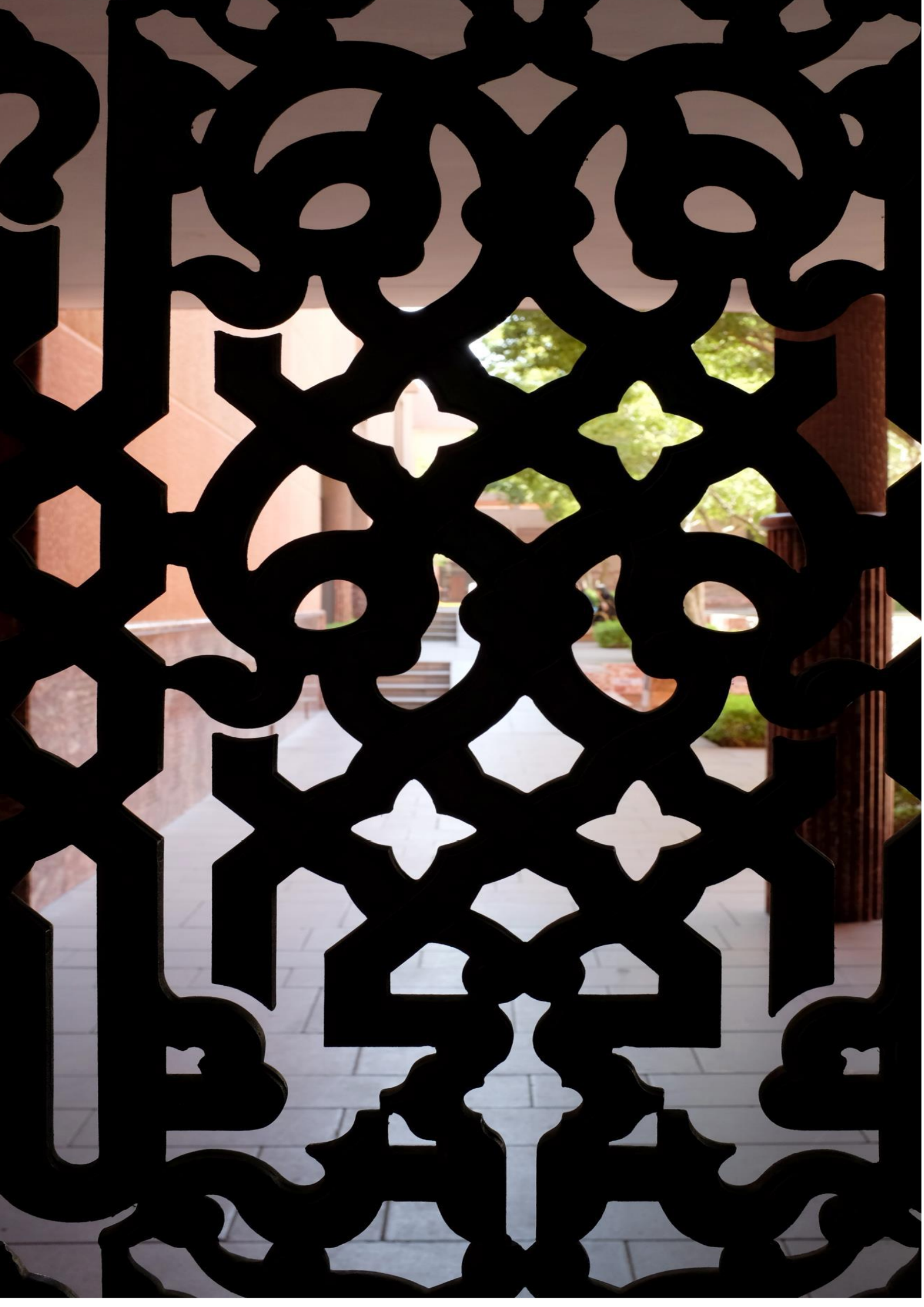
Signature: _____

Printed name: _____

Date: _____

Instructor as Witness: _____

Printed Name: _____





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