



آغا خان یونیورسٹی  
THE AGA KHAN UNIVERSITY

**Faculty of Health Sciences  
Medical College**

**STUDENT HANDBOOK - 2024**

***Distributed by University's Office of the Registrar  
January 2024***

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



## FIRST WEEK AT AKU & ORIENTATION

- Office of the Registrar
- Orientation & Registration
- Important Contacts
- Taking Residence



## POLICIES, PROCEDURES & LIFE AT AKU

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- Student Services
- Student Finance
- Student Activities



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- Results & Transcripts
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## **Welcome to the Aga Khan University Medical College, Class of 2028!**

*Congratulations from all of us in the Office of the Registrar. This is to let you know that we are here to assist you in every way possible. Our best wishes as you enter a new phase in your life.*

*This Handbook has been designed to help you through your stay at AKU. We encourage you to review the information provided in this Handbook; the University's policies/procedures are explained which are applicable through the five-year MBBS programme.*

*You now join a dynamic Faculty in a life-long quest for learning. At AKU we strive to develop a close and supportive community for our students, and we hope to be partners in this process.*

**Office of the Registrar**

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Class Picture on DAY ONE

# SECTION I

## First Week at AKU & Orientation



Student White Coat Ceremony

## Office of the Registrar

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For any information and support during the course of your study, please 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 is governed by the Confidentiality of Student Records (Appendix C).

## Orientation

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

## Registration

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All students entering AKU must formally register for the five year MBBS 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)<sup>1</sup> requirements, this name (and spelling) will be printed on the parchment that you will receive upon completion of the 5 year MBBS 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 MBBS 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 ID card; and if not produced, have the authority to restrict entry or movement on Campus.

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<sup>1</sup> Regulatory Body in Pakistan

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

## Important Contacts in the Office of the Registrar

Office	Email	Extension
<b>Dr. Laila Akbarali</b> Interim Vice-Provost, Student Affairs and Services & University Registrar	<a href="mailto:laila.akbarali@aku.edu">laila.akbarali@aku.edu</a>	4405 /4408
<b>Mr. Danish Imtiaz Nazar Ali</b> Associate Director, Student Affairs and Services	<a href="mailto:danish.imtiaz@aku.edu">danish.imtiaz@aku.edu</a>	69095
<b>Mr. Amin Lakhani</b> Manager, Student Affairs and Services	<a href="mailto:amin.lakhani@aku.edu">amin.lakhani@aku.edu</a>	4535
<b>Student Admissions Office</b>	<a href="mailto:mbbs.query@aku.edu">mbbs.query@aku.edu</a>	4410 / 4412
<b>Student Records Office</b>	<a href="mailto:student.records@aku.edu">student.records@aku.edu</a>	5449/ 5479
<b>Elective Office</b>	<a href="mailto:elective@aku.edu">elective@aku.edu</a>	4537/5532
<b>International Office</b>	<a href="mailto:nasreen.sheikh@aku.edu">nasreen.sheikh@aku.edu</a>	5456
<b>Front Office: Office of the Registrar</b> (Student Services, University Center – Ground Floor)	<a href="mailto:salimah.najmuddin@aku.edu">salimah.najmuddin@aku.edu</a> <a href="mailto:mirza.rahman@aku.edu">mirza.rahman@aku.edu</a>	5454 69075
<b>Finance Office</b>	<a href="mailto:student.finance@aku.edu">student.finance@aku.edu</a>	2421/ 2166
<b>Male Hostel</b>	<a href="mailto:tabassum.nadeem@aku.edu">tabassum.nadeem@aku.edu</a>	4420
<b>Female Hostel (SONAM)</b>	<a href="mailto:mehrunissa.kabani@aku.edu">mehrunissa.kabani@aku.edu</a>	5455
<b>Representative for AKUROSS</b>	<a href="mailto:registrar.systems@aku.edu">registrar.systems@aku.edu</a>	5435



## Taking Residence

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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

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

## Facilities on Campus

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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 are eligible for membership to the Library. All users must fill in 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 1<sup>st</sup> 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](mailto:sports.centre@aku.edu)

## **Student Services**

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

To avail the services, as detailed below, 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 on board may request Bonafide letters through their 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.**

Five working days are required to process a request to make copies of a Bonafide Letter.

### **Transcript Request:**

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

**Attestation Service Requests:** There is no charge to attest the first 5 copies; for additional copies, the charge is Rs. 50/- each (processing time is 5 working days). Please note that no document(s) will be attested without seeing the original.

### **Verification Services available for students in their final year 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](http://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](http://www.aku.edu/admissions/Documents/policy-replacement-parchment-020.pdf)). For further information contact [salim.valani@aku.edu](mailto: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](http://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: The Office of the Registrar can only process requests upon receipt of written clearance from the Finance Office stating that the student/alumni has no fees or loans (payable) outstanding and/or or satisfactory payment plan is in place.

## **Contacts**

Student Services - 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](mailto: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 and financial Information and Academic Records**. Students should contact relevant departments for their queries.

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

## Student Finance

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### University Finance Department

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

### Tuition, Hostel and Other Dues:

The University policy #24 must be adhered to. This requires a student to pay dues to be enrolled into the semester. 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.

**Payment mode:** According to the Higher Education Commission (HEC) rules, the University is not authorized to collect fees 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 the Standard Chartered Bank after joining a programme at AKU. Students will pay all fees due through their virtual bank account. No other mode of payment will be accepted.

At the time of being admitted to AKU students must submit/ make payments in the following Habib Bank account:

<b>Account Title:</b>	The Aga Khan University
<b>Bank Name:</b>	Habib Bank Limited
<b>Branch Name &amp; Code:</b>	Karsaz Branch - 0896
<b>Account #:</b>	0896-79006003-01
<b>NTN #:</b>	1206240-5



<b>Swift Code:</b>	HABBPCCA
<b>IBAN #:</b>	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:

<b>Account No</b>	0786-79014650-11
<b>Account Title</b>	The Aga Khan University
<b>Bank</b>	Habib Bank Limited
<b>Branch</b>	Plaza Branch-Branch Code 786
<b>IBAN No</b>	PK11 HABB 0007 8679 0146 5011
<b>SWIFT Code</b>	HABBPCCA
Intermediary Bank Details	
<b>Account with</b>	Citibank N.A. New York, USA
<b>Swift Code</b>	CITIUS33XXX
<b>Beneficiary Bank Account Name</b>	USD HBL HO
<b>Beneficiary Account #</b>	36394582
<b>Swift Code</b>	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](mailto: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](mailto: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 based on an 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 a student 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 (SFCAO) 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](mailto: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. A fresh application is required each year. 2. Collection and submission of Financial Assistance Application Forms	In the Month of May
3. 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
4. Collection of Financial Assistance decisions	In the month of October
5. Collection and submission of loan documents at SFCAO	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 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](mailto: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:**

The University awards the following scholarship to students. This is in recognition of excellence in academic performance in different academic years. No applications are required for these scholarships:

**Aga Khan University (AKU) Scholarship:** This scholarship is granted to Year 3 students who are amongst the top 15% of the class on the basis of their cumulative scores up to the MBBS Part IB examination. The student(s) will receive the cash award of Rs. 50,000/-. In case of any outstanding dues, this cash award will be adjusted against those dues or the amount will be adjusted against the loan awarded.

**Dr. Shaukat Haroon Scholarship:** Recipients for this scholarship are selected from students in years 4 and 5 who are amongst the top 15% of their classes on the basis of their cumulative grades in MBBS Part II for Year 4 and MBBS Part III for year 5. This scholarship is only awarded to student(s) who are on financial assistance (FA). An amount of Rs, 100,000/- is distributed among these students. The scholarship amount is adjusted against their loan of the particular year.

**Begum Shafiq Zia ul Haq Scholarship:** This scholarship is granted to Year 4 and 5 students who are amongst the top 15% of their classes on the basis of their cumulative grades in MBBS I, II and III respectively.

- i. Students on FA, falling within the top 15% pool: 50% of the loan will be converted into a scholarship;
- ii. Students not of FA: will receive Rs. 50,000/- In case of any outstanding dues, this cash award will be adjusted against those dues, or the amount will be adjusted against the loan awarded.

**Summary for Implementation:**

			5 Years MBBS	
			3 <sup>rd</sup> year MBBS	4 <sup>th</sup> & 5 <sup>th</sup> year MBBS
Students Class of 2023 and onwards	Not on FA	MC, P	Rs.50,000 cash award	Rs.50,000 cash award
	On FA	MC, P	Rs.50,000 cash award	50% loan waived

**Please note: Student(s) are eligible to receive any one University Scholarship in one academic year.**

## Faculty - Student Mentorship Programme

The Aga Khan University medical college offers a mentorship programme to support students in the initial two years. 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 at any point in time. 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 specific to their studies and academic 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 Affairs & Services oversees the functioning of the mentorship programme.

## Student Health Service Plan

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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, led by a Student Health Physician. 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

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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 programmes 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 to feel empowered to address the challenges that they may be facing and take the initiative to help themselves. The office stands committed to liaise with all the entities across university for strengthening a 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 an individual session can be taken by emailing [student.counsellor@aku.edu](mailto:student.counsellor@aku.edu). Student counsellors can also be contacted by calling CS&W offices at ext. 4456, or at ext. 4301. Counselling appointments are held in offices off 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](mailto: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**

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Details on Student Activities are available on

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



# SECTION III

## Academics



## Examination and Promotion of Students

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

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

## Examination Results & Transcripts

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### Results

- a. Examination schedules are available with the examination coordinators.
- b. After every examination, results are discussed and approved at a meeting of the Examination and Promotions Committee. This meeting is normally held within 10 working days of the examination. Once approved, the results are announced and displayed for one week on the student's noticeboard located in the Medical College quadrangle and may be viewed on the One45. The final scores may be viewed on AKUROSS self-service.

Results are not disclosed over the telephone. Parents and students are discouraged to call and ask for results over telephone. Result cards for parents' information are shared 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 dates of the remedial /re-sit examination as approved by the Examinations & Promotions Committee.

### Transcripts

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

In the future students may be requested by prospective employers or agencies to provide them with scores of their Certifying examinations. The request would be accepted upon receiving relevant documentation from the agency concerned. These scores will be sent directly to the agency requesting the scores on the AKU letter head. Students must send their consent to reveal their scores.

Please note that scores of certification examinations are sent directly to the institution concerned and cannot be handed over to the student or student's nominee under any circumstances.

**To make a transcript request:** You can raise an online transcript request through AKUROSS. Please ensure to include payment receipt when submitting your request. The request will be processed online, and you will receive an email notification once the request is completed.

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.***

## Written Examination Instructions for Students

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- Cellular devices are not allowed in the examination venue. Using a device or having one within site will lead to automatic failure in the examination.
- Students may bring a pen/pencil to the examination. Any unauthorized materials – books, notes, calculators, phones etc. will be confiscated and disciplinary action may be taken.
- You will be provided with a sheet of scratch paper for use during the exam. This will be labelled with your name and student id. This paper **MUST** be handed in at the completion of the exam. Failure to do so will lead to automatic failure in the examination.
- Students will not be allowed to leave the examination hall within 30 minutes of starting the examination, and with 30 minutes remaining. For the period in between, students can only leave the venue if a chaperone is available.
- Any attempt to copy or reproduce the content of the examination while it is being conducted will result in immediate disqualification and initiation of disciplinary review. Consequences of such behavior include, but are not limited to, suspension and expulsion from the University.
- Use of unfair means, including but not limited to giving or receiving verbal or written assistance, use of cheat sheets, and conversing with other students during the exam will result in disqualification and disciplinary action.

## The Curriculum Committee & Teaching Schedules

Planning, implementation, and management of the Curriculum is the responsibility of the Curriculum Committee. Teaching Schedules are prepared by concerned Module and Year Committees and are available before the beginning of a Module / Clerkship through the Curriculum office. The members of the Curriculum Committee for the year 2023 are as follows:

<b>Associate Dean, UGME</b>	<b>Dr. Sadaf Khan (Associate Professor &amp; Associate Dean, UGME)</b>
<b>Vice Chair Curriculum Committee</b>	Dr. Kauser Jabeen (Professor, Pathology and Laboratory Medicine)
<b>Year 1 Committee Chair</b>	Dr. Romana Idress (Associate Professor, Pathology and Laboratory Medicine)
<b>Year 2 Committee Chair</b>	Dr. Imran Ahmed (Assistant Professor & Sec Head, Pathology & Laboratory Medicine)
<b>Year 3 Committee Chair</b>	Dr. Naila Nadeem (Associate Professor, Radiology)
<b>Year 4 Committee Chair</b>	Dr. Farheen Yousuf (Assistant Professor, Department of Obstetrics & Gynaecology)
<b>Year 5 Committee Chair</b>	Dr. Rafay Iqbal (Assistant Professor, Family Medicine )
<b>Clinical Skills Committee Chair</b>	Dr. Samar Zaki (Assistant Professor, Family Medicine)
<b>Longitudinal Themes</b>	Dr. Nargis Asad (Associate Professor & Chair, Psychiatry)
<b>Community Health Sciences, Coordinator</b>	Dr. Masood Kadir (Professor & Vice Chair, Education, Community Health Sciences) Dr. Wajeeha Zahid (Senior Instructor, Community Health Sciences)
<b>Examinations &amp; Promotions Committee Chair</b>	Dr. Saniya Sabzwari (Professor, Family Medicine)
<b>Vice Dean, FHS</b>	Dr. Muhammed Tariq (Professor & Vice Dean, Medicine)
<b>Chair, Educational Development</b>	Dr. Naveed Yousuf (Associate Professor & Chair, Educational Development)
<b>Office of the Registrar</b>	Mr. Amin Keshwani (Associate Registrar, Office of the Registrar)
<b>DED representative on UGME Curriculum Committee</b>	Dr. Tabassum Zehra (Assistant Professor, Educational Development)
<b>Representative from PGME (ex-officio)</b>	Dr. Rizwan Khan (Professor, Surgery & Associate Dean, PGME)
<b>Representative from BBS</b>	Dr. Satwat Hashmi (Associate Professor, Biological and Biomedical Sciences)
<b>Representative from Hospital (ex-officio)</b>	Dr. Asim Belgaumi (Chief Medical Officer)

<b>Student Representatives (Year- 5)</b>	to be elected in 2024 academic year
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## Attendance

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- a) Students are expected to attend all scheduled teaching and examination sessions.
- b) Attendance in laboratory sessions, tutorials, presentations, field visits, HASS lecture series, clinical skills sessions and clinics for patient care is mandatory. The consequences of the absence from these sessions will be applied to the student(s) keeping in view the Examination & Promotion rules.
- c) 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.
- d) Leave approval is with the Office of the Registrar and should not be sought from coordinators, faculty, facilitators and/or mentors.
- e) In an extenuating circumstance, on a case-to-case basis, leave requests can be discussed and approved in consultation with the appropriate University Officials. Please note that the leave will only be considered for approval if adequate supporting document(s) are provided to the Registrar's Office in a timely manner.
- f) Lack of attendance in scheduled teaching learning sessions/clinics and other learning activities reflects unprofessionalism. Please note that 'professionalism' is an essential component of your Medical Student Performance Evaluation (MSPE) letter. Absenteeism will be recorded in the letter as 'unprofessionalism'.
- g) 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.
- h) Leave requests cannot be granted for more than one academic year.
- i) 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.

## Leave of Absence:

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Students are encouraged to attend all classes and scheduled activities. However, there may be circumstances where a genuine need arises and leave of absence is required. These will include the following:

- **Emergency leave:** Emergency leaves are of two categories:
  1. for serious illness in the immediate family<sup>2</sup>.
  2. for death in the immediate family\* and first level blood relatives.

Students are required to inform the Office of the Registrar **within three working days** of the emergency and provide appropriate documentation (as applicable). If application of leave is not received within the prescribed deadline, this will be considered unauthorized absence.

A maximum of **three working days'** leave can be granted for the said reason. Students must make up missed work satisfactorily for the missed duration.

- **Medical Leave:** Absence for illness must be certified appropriately by Student health physician in CHC. Certificates from outside AKUH are also required to be counter signed by the student's physician at CHC. The countersign should be done within 1-2 working days from the actual date of leave.

The Medical Certificate should be submitted **within five working days** along with leave application form via email to the Student Records Office.

- **Leave for Visa Interview Call:** Leave of absence may be granted for a visa interview call. Students may request for **one working day leave** for the purpose of a visa interview. Leave application must be submitted **at least a week in advance** along with the visa interview slip to the Registrar's Office. This leave cannot be granted if an examination including clinical examination is scheduled.

- **Leave for wedding:** On the basis of relevant evidence, students are eligible to request for **three working days** leave of absence for personal or siblings' wedding only, provided that the module / rotation / sub-rotation is four weeks or longer.

Wedding Leave cannot be granted if an examination including clinical examination is scheduled. Students should submit the leave request form along with the supporting documents to the Registrar's Office **at least two weeks in advance**. This request must be countersigned by a family member.

- **Leave for religious Festivals:** Students may request **one day leave** for attending religious festivals within the following conditions:
  1. Students cannot request for days in addition to public holidays declared by the Federal Government.
  2. Leave cannot be granted if an examination including clinical examination is scheduled on that day.
  3. Leave application along with the supporting documents must be submitted to the Registrar's Office **at least two weeks in advance**.

- **Leaves for Extra Curricular Participation:**

Leave may be requested only if a student is **representing AKU while organizing or participating in an event through Student Experience Office.**

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<sup>2</sup> Immediate family members: parents, siblings, grandparents.

The following steps must be followed by students to request for a leave of absence:

1. Student must submit the leave request **at least a week in advance** by writing to: [student.experience@aku.edu](mailto:student.experience@aku.edu) with the following details:
  - o Student Name
  - o AKU Registration Number
  - o Details of the event (title, date, time, etc.)
  - o Name of the Faculty Supervisor(s)
  - o Name of Rotation(s)/Module Coordinator(s)
2. Students are required to contact their respective supervisor(s) and coordinator(s) for their leave approval by email.
3. Students will not be allowed to participate in the event if their leave request is not approved by the relevant faculty.
4. Students must follow all academic guidelines before sending the leave request. Leave cannot be granted if an examination including clinical examination is scheduled during that period.
5. This leave will not be granted during examinations or during pre-professional examination break.

• **Leave for Conference/presentation (approved by the University):**

1. **Request for Conference leave during modules/rotations > 4 weeks:**  
Students are required to request for leave on the application form at least **one month in advance**.

Leave for Conference/ Presentation can only be approved maximum up to **seven days** (including travel time); upon receiving make up work plan from the concerned rotating coordinator.

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

At the time of submission of a paper to a conference, students must notify the Registrar's Office the date of the conference. urgent leave requests cannot be accommodated. Students are required to submit the request to Registrar's Office **at least a month in advance**.

Students will not be allowed to miss more than 25% of a particular rotation/clerkship/module; for participating / presenting in conferences. Leave will not be granted if an examination including clinical examination is scheduled during that time period.

**\*Procedure to apply a Conference Leave:**

1. Complete the Leave Application Request
2. Attach the conference Invitation letter/ email.
3. Take a written approval for presentation/ participation by the supervising/ rotating faculty of your module/ clerkship.
  - o Compile all supporting documents and send it to Registrar's Office for approval.
  - o Approved/ Unapproved Leave will be recorded in student's file.
  - o Students are advised to plan leave with a full understanding of the curricular requirements and their timely completion.
4. It remains the responsibility of the student to confirm from the Office of the Registrar in writing if the leave is approved, before going on leave.

## Application Procedure - Leave of Absence:

### **STEP 1:**

Request for Leave of absence is available online. You are required to complete the request form and attach the supporting documentation.

Link of request form:

<https://www.aku.edu/admissions/Documents/leave-application-request-form.pdf>

### **STEP 2:**

Submit the leave request form along with the supporting documents via email to [student.records@aku.edu](mailto:student.records@aku.edu)

### **STEP 3:**

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

### **STEP 4:**

Once leave is approved, the Office of the Registrar will notify the student(s), relevant offices and faculty. Processing time for leave request is 48 working hours.

### **STEP 5:**

Approved leave will be recorded in the Student File.

## **Selective and Elective**

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Based on the current curriculum, selective and electives are undertaken by the students at their own risk and responsibility.

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

The Elective Office is situated within the Student Services Centre (Ground Floor, UC Building). The Office maintains elective records and helps the students by:

1. Completing application forms for national or international electives;
2. Providing relevant verification and reference letters;

3. Facilitating placements at non-AKU / AKU sites;
4. Providing addresses of universities, institutions, and hospitals where applications could be sent to request for an elective experience.
5. Keeping a track of selective and electives evaluations.

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

## **Year 4 Elective/Selectives**

### **Home-Country Electives:**

These electives must be clinical and within your home-country (can be near home)<sup>3</sup> or in a teaching or private hospital<sup>4</sup>.

### **AKU-based Selectives:**

- Selectives CANNOT be done in disciplines that are part of the UGME curriculum.
- For disciplines that are part of the UGME curriculum but are only considered to be "SPECIAL CLINICS" or "SPECIAL OR's", selectives are allowed and encouraged as long as there is only ONE STUDENT per FACULTY.

### **Please note that:**

- University / Hospital must be PMDC or CPSP recognized / accredited.
- The faculty supervisor should have a recognized post-graduate degree such as FCPS, or UK (fellow) and US (diplomat) equivalent and should be involved in undergraduate or postgraduate teaching.

**Students are responsible for submitting their evaluations of Electives to the Elective Office upon completion. Evaluation must be submitted before the start of the next rotation.**

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

Students with query or remedial rotations are advised to contact Ms. Reda Khan or Mr. Amin Keashwani in the Elective Office before their Electives Rotation.

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<sup>3</sup> Please note that home or permanent place of residence is defined as the student's family address listed with the Medical College. Only students registered as foreign status at AKU can pursue clinical electives in the 4th year at their place of permanent residence abroad.

<sup>4</sup> Private hospital should have some kind of training program or a large private practice with a doctor who is also associated with a university and has an academic appointment. Example of a private institution which has training programme is Tabba Heart, Indus Hospital or Afzal Memorial. Easiest way of defining will be a private place that is CPSP recognized as a post-graduate training program.



## **Letter for Elective Placement and Verification of Elective Form**

- In case you require a letter to apply for an elective, please send an e-mail request on [elective@aku.edu](mailto:elective@aku.edu) mentioning your complete name, registration number and elective dates. Processing time is 3 working days.
- If you require verification on the host institution form, these should be submitted as hardcopy to Elective Office or at Registrar's Office counter located at University Center, Student Services, Ground Floor. Processing time is 3 working days. For online verification, an email can be sent to [elective@aku.edu](mailto:elective@aku.edu).

## **Year 5 Electives**

Electives are a mandatory component of the M.B.B.S. Curriculum. Eleven weeks in the final year of M.B.B.S. are reserved for an elective experience. Students are required to complete a full eleven weeks of their electives. Shortfalls and unsatisfactory evaluations may call for disciplinary measures and in extreme cases, ineligible to write the certification examination. Choice of discipline during these eleven weeks is up to the student. However, when a student is required to take a remedial, up to four weeks could be used for it from the elective period.

In case you are unable to acquire the full eleven weeks of elective placement, please notify the Elective Office before your departure.

## **Procedure for Arranging Electives and Requesting Letters**

Application on prescribed forms E-1 should reach the Elective Office, Registrar's Office at least 6 months prior to the commencement of electives. For electives in United Kingdom, an early start is desirable (one year ahead of time). Unless these time frames are adhered to, an applicant may find it difficult to get a placement. The Elective Office will not remind students to submit applications; it is the student's own responsibility to submit these on time. The Elective Office can take no responsibility for processing late applications.

The application, in particular the choice and field of elective, should be discussed by the student with the mentor and the concerned department. Only after a consensus has been reached the application should be forwarded to the Elective Office.

Students are required to fill out the form E-2, two weeks before departure (mandatory).

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

At the conclusion of the elective, the elective supervisor should submit an evaluation form E-3 of the electives to the Elective Office, Registrar's Office. Evaluations are required to complete curriculum requirements and to develop your MSPE. Lack of evaluation will be considered as an elective "not done". The Elective Office reserves the right to recommend this incomplete elective status to the Curriculum Committee.

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

**Please note:** All the above forms are available on AKUOne45 and EQUAD.

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

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

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

It should be noted that students often face visa issues, even though overseas electives are confirmed. Students must make alternate arrangements as groups are not changed to accommodate students' requests for a group change when visa issues arise either in advance or at the last minute.

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

### **Verification for Application**

If you need a verification signature or stamp while applying for electives, please submit the form at the Registrar Office counter (Student Services, University Center, ground floor). All verification will be completed in three working days.

### **Finance**

AKU will not bear any financial costs for placement of students- nationally or internationally.

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

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

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

### **Placement of AKU Students Overseas**

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

AKU Students are encouraged to apply to academic institutions with a training programme in place. Students selecting private institutions without academic affiliation may not be given credit for electives and may risk exclusion from certification exams.

Students are cautioned to be aware of predatory for-profit organizations without academic affiliations.

Students are advised to remain committed to the institutions notified and mentioned on the forms submitted prior to their departure. It is highly discouraged to change institutions without at least a 3-week' prior notice.

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

Students must allow at least **5 working days** to obtain a letter of support or endorsement on an application form.

### **Information to be given on Various Universities' Elective Application**

While completing the elective application of various universities you will be asked to write details of the university personnel for verification of your candidature. Wherever you are asked to write the name and contact details of your Dean, Registrar or nominee, you will be required to write the following details. Same details are applicable if you need to provide information for the submission of evaluation forms and LORs.

Name: Amin Keashwani  
Title: Associate Registrar  
Address: Office of the Registrar, Aga Khan University  
Stadium Road, Karachi – 74800, Pakistan  
Tel: +92-21 34864537  
Fax: +92-21 34934294  
E-mail: [elective@aku.edu](mailto:elective@aku.edu)

For all the information and completion of paperwork, students must contact Ms. Reda Khan on extension 5532 or through [elective@aku.edu](mailto:elective@aku.edu).

## **Student Groupings**

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### **Developing student groups for Years 1 and 2**

Students are divided into small groups for every module. These small groups are developed by the UGME Office for years 1 and 2.

### **Student Groups for Clinical years**

The Office of the Registrar develops groups for years 3, 4 & 5 in accordance with the requirements of the curricular framework.

**Please note:**

- Student groups are announced nearing the end of the academic year and are applicable to students satisfactorily completing the curricular requirements and promotion to the next academic year.
- Students must follow the assigned group.
- Only in extenuating circumstances, on case by case, if mutual swap is available, a change in the group may be considered. ***In order to request a group change, student must contact Office of the Registrar at least one month prior the start of the actual rotation. Please be informed that last minute group change request cannot be accommodated.***
- The University reserves the right to change a student's group to ensure satisfactory completion of students' curricular requirements.
- For students with a backlog from the previous academic year, group placement may need to be changed to accommodate the curricular requirements, for which the Office of the Registrar will design a special schedule to meet academic needs. Students are advised not to plan their electives/ selectives without consultation from the Elective Office.
- The Registrar's Office reserves the right to make changes in student groups to meet extenuating circumstances including disruption in the calendar due to covid.

## Application Procedure – Group Change Request:

### **STEP 1:**

Group Change Request Form is available online. You are required to complete the request form and attach the supporting documentation for further processing.

Link of request form:

<https://www.aku.edu/admissions/Documents/group-change-request-form.pdf>

### **STEP 2:**

A GROUP CHANGE REQUEST FORM must be completed by two individuals making the request and submitted in person or via email to Ms. Shaista Ali in the Office of the Registrar. Both students should complete one application form. Individual requests will not be acceptable.

### **STEP 3:**

Submission of a request to change a group does not guarantee a change of group. Once the request is approved, the Office of the Registrar will notify the student(s), relevant offices and faculty as required.

### **STEP 4:**

Approved request will be recorded in the Student File.

### **STEP 5:**

The student is responsible to inquire from the Office of the Registrar whether the request is approved or disapproved. Processing time for group change request is **5 working days**.



## SECTION IV

# Graduation & Convocation

## Graduation

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Following the successful completion of your five-year curricular requirements, Insha'Allah, you will be become an AKU alumni.

### **PLANNING AHEAD: PREPARING FOR HIGHER EDUCATION**

#### **Medical School Performance Evaluation (MSPE)**

A request for your MSPE must be made within ten years of graduation. An MSPE cannot be prepared beyond this time as verification of information is not possible.

MSPE can be requested by writing to Ms. Reda Khan in the Student Records Office. A minimum of eight weeks' lead time is required to process a request. The submission time should be two months prior to the ongoing cycle.

Upon the submission of a request, please ensure that it is in line with the template available online at <https://www.aku.edu/admissions/Documents/application-MSPE.pdf>. To seek further clarification, please contact the Student Records Office.

All letters are made on first come first serve basis. Regrettably, urgent requests cannot be accommodated. Requests from highly placed individuals within AKU or outside to pressurize the Office to expedite this letter will further delay the process.

Graduates can request additional copy/ies of MSPE on payment of charges as applicable.

Copies of the MSPE may be requested by completing the form available online at <https://www.aku.edu/admissions/Documents/official-document-request-form.pdf>. Time required for an ordinary request is 7 working days and for an urgent it is 3 working days. Please plan the request accordingly.

The MSPE will be issued upon receipt of financial clearance from the finance office.

#### **Principles for Medical Student Performance Evaluation (MSPE) and its relation to the transcript:**

- The MSPE is based on data available for a student in his/her file, within the AKUROSS and data received from the Department of Education.
- Letters (warning, remedials, accolades) received by students during the MBBS programme available in the student file provides the data/evidence for the MSPE.
- Any failure/DC letter/reprimand for which student received a letter and is available in the file will be documented in their MSPE.
- The transcript provides final exam results. Notification on the transcript provides the reader information about re-sits, repeats, leave of absence and /or reasons for time lost due to disciplinary offence(s). The documentation in the (MSPE) and transcript notifications are independent of each other.

- There are no exceptions to the above principles.

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

To upload documents on the ERAS Web Portal:

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

### **Electronic Specifications for Medical School Transcript and MSPE/Dean's Letter:**

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

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

### **Electronic Specifications for Submitting a Letter of Recommendation (LoR) to be uploaded by author of the Letter**

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

- Each LoR must be in **ONE Portable Document Format (pdf)** file format. If the document contains more than one page, please include all pages as **ONE FILE**. Separate files cannot be uploaded, as each page uploaded replaces the previously uploaded page on the website. LoRs must be standard size. The maximum page dimensions should be 8.5 by 14 inches.
- The maximum image size accepted should be less than 500,000 bytes or (500 KB); the maximum image size [resolution] accepted will be 300 dots per inch (dpi).
- LoRs must be written on the official institutional letterhead of the letter writer. LoRs should include the authors contact information and must be **manually signed** by the author. **LoRs received with an electronic or stamped signature will be deemed**



**copies.** For enhanced authentication, ERAS Support Services requests that authors affix an institutional seal to the LoR. Photocopies of original letters will be deemed copies.

- Address the letter as "Dear Programme Director" or "To Whom It May Concern". Do not address the letter to individual programme directors. ERAS Support Services at ECFMG cannot process documents with individual salutations.
- Since this letter is being submitted electronically, please do not include the Document Submission Form (DSF) or the Request for Letter of Recommendation/Coversheet.

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

### **Application for Fellowship Programme:**

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

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

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

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

### **Please Note:**

- i. All document(s) will be uploaded via email; presence of the applicant is not required. The applicant will be notified via email once the documents are

uploaded.

- ii. All graduates and students are required to seek financial clearance from the Student Finance office. This financial clearance is required to upload documents on web-portal.

**iii. Appointment for uploading the required document(s):**

- Please request an appointment to upload documents at least 5 working days in advance. This can be taken in person or by calling extension 5454 (Direct calling No. +92-21-34865454) at Student Services counter, University Center – Ground Floor (Adjacent to HBL).
- Appointment will be available on **'FIRST COME FIRST BASIS'** and **only ONE appointment** can be given to each student/ graduate. The transcript and the MSPE letter is uploaded in one appointment.

**Available slots for uploading documents:**

Monday to Friday from 2:15 pm to 4:00 pm

**Contacts:**

**For Appointment:**

Ms. Salimah Najmuddin & Mr. Mirza Rehman

Student Services Center

Located in the University Center, Ground Floor (Adjacent to HBL)

E-mail: [salimah.najmuddin@aku.edu](mailto:salimah.najmuddin@aku.edu)  
[mirza.rahman@aku.edu](mailto:mirza.rahman@aku.edu)

Tel: (92-21) 34930051 Ext. 5454 / 69075

Direct: (92-21) – 34865454 / 69075

**For Uploading Documents on ERAS WEBPORTAL**

Ms. Zohra Barkatali

Student Services Center

Located in the University Center, Ground Floor (Adjacent to HBL)

E-mail: [zohra.barkatali@aku.edu](mailto:zohra.barkatali@aku.edu)  
[student.records@aku.edu](mailto:student.records@aku.edu)

Tel: (92-21) 34930051 Ext. 5479

Direct: (92-21) – 34865479

## Convocation

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### **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 the 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 MBBS Part IV 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 MBBS Programme. Please note that these documents will be destroyed according to the retention of records policy.

### **Alumni Registration:**

At Convocation, upon successfully completing their 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 55 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, and can obtain their AKU Alumni Cards, through which they can access a number of services and facilities around Stadium Road campus. These include, 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 MBBS Part IV 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, Email: salim.valani@aku.edu) after the Convocation ceremony. A written receipt acknowledging delivery of the degree parchment will be required. Those who would like their representatives to collect degrees on their behalf should authorize them by completing "Student Information Release Form" available on the University's website ([www.aku.edu](http://www.aku.edu)). The form 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](mailto:salim.valani@aku.edu).



# Appendix: University Policies

## **Appendix A: Student Code of Conduct & Disciplinary Procedures**

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

## **Appendix B: Student Academic Integrity Policy**

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

## **Appendix C: Confidentiality of Student Records**

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

## **Appendix D: Student Anti-Harassment Policy**

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

## **Appendix E: Students with Outstanding Accounts with the University**

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

## **Appendix F: Names on Degree, Diploma and Certificates Policy**

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

## **Appendix G: Student Health Service Plan**

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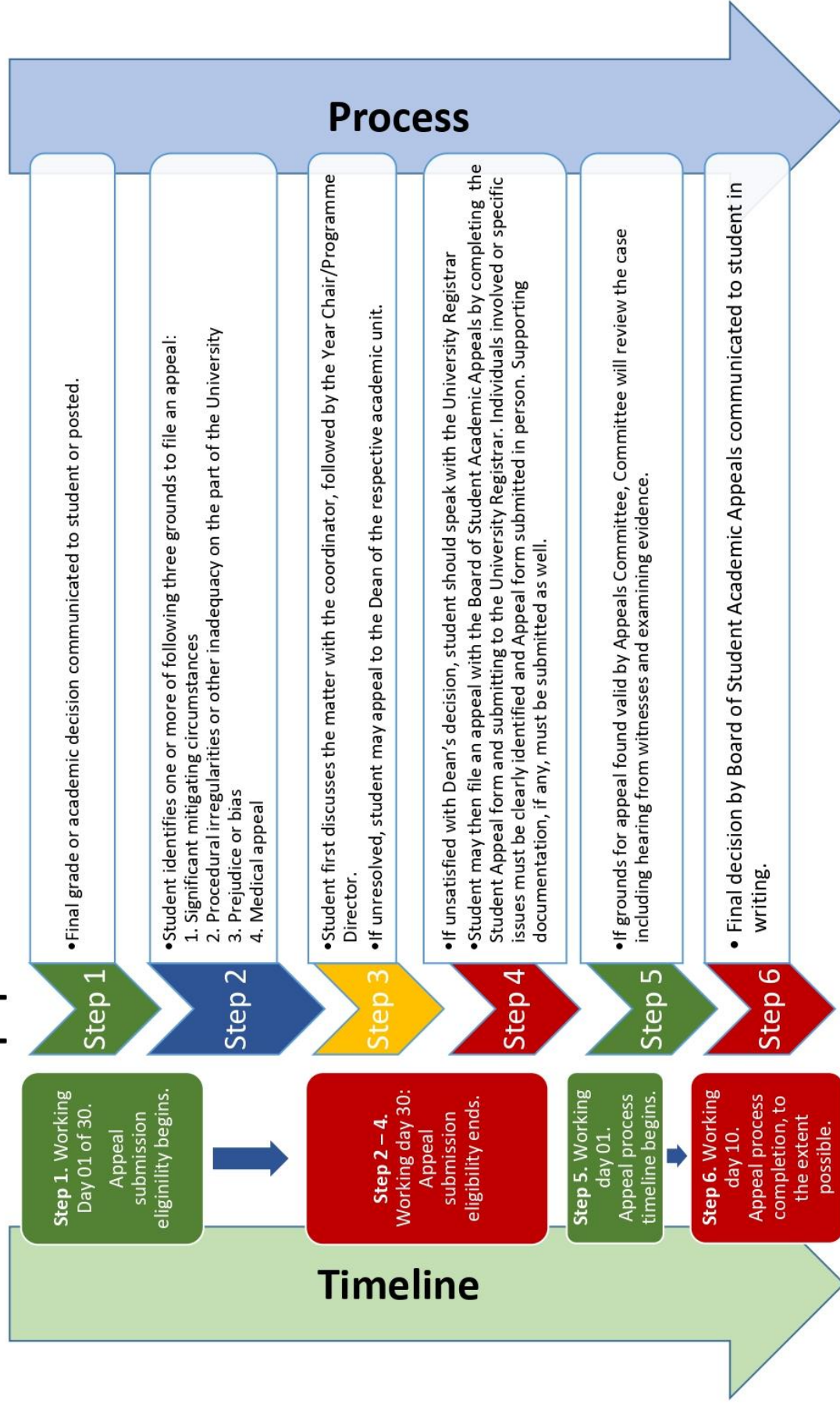
<https://www.aku.edu/admissions/Documents/student-health-services.pdf#search=policies%20on%20student%20health>

## **Appendix H: Board of Student Academic Appeals**

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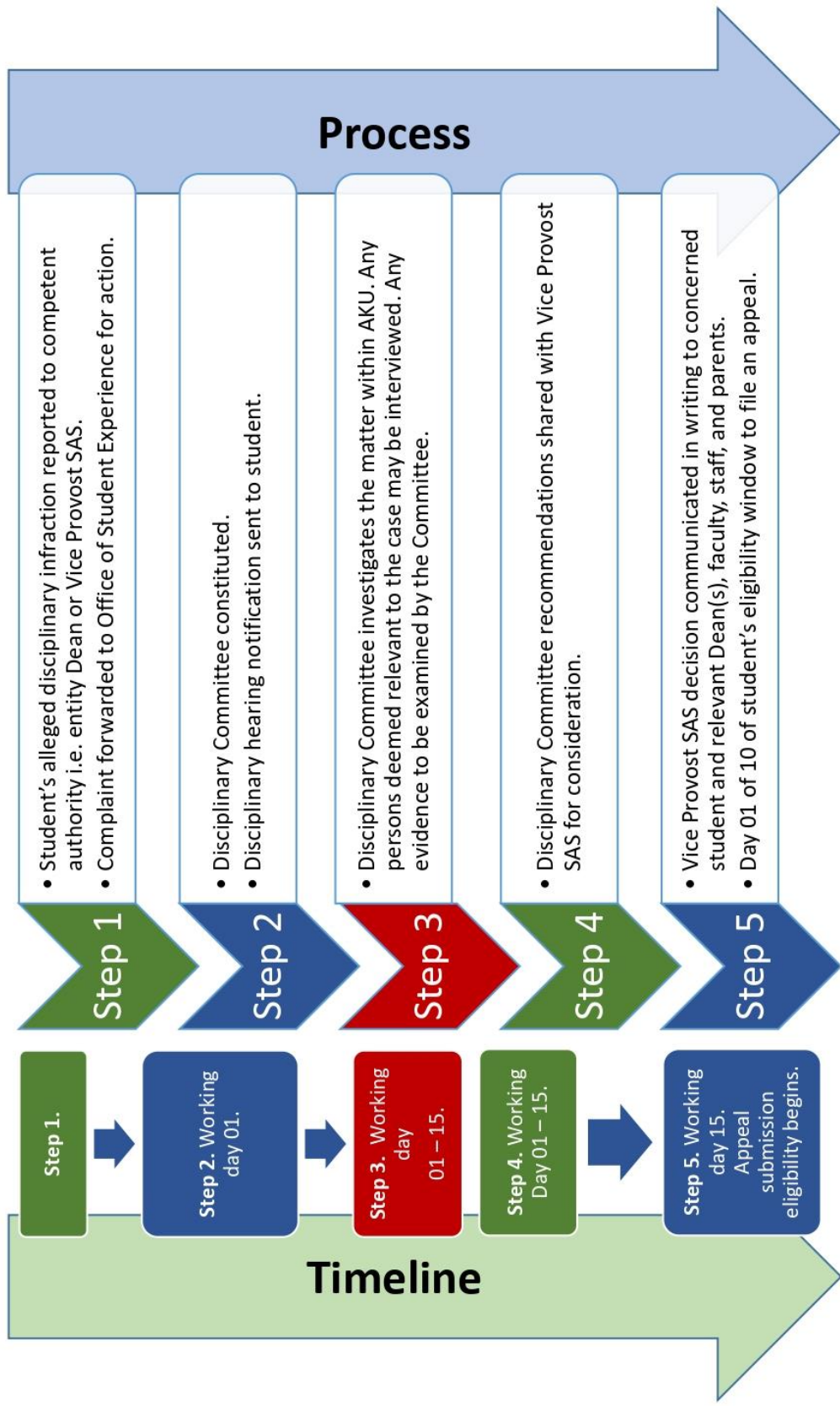
<https://www.aku.edu/admissions/Documents/policy-academic-appeals-026.pdf>

# Academic Appeals Process\*



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

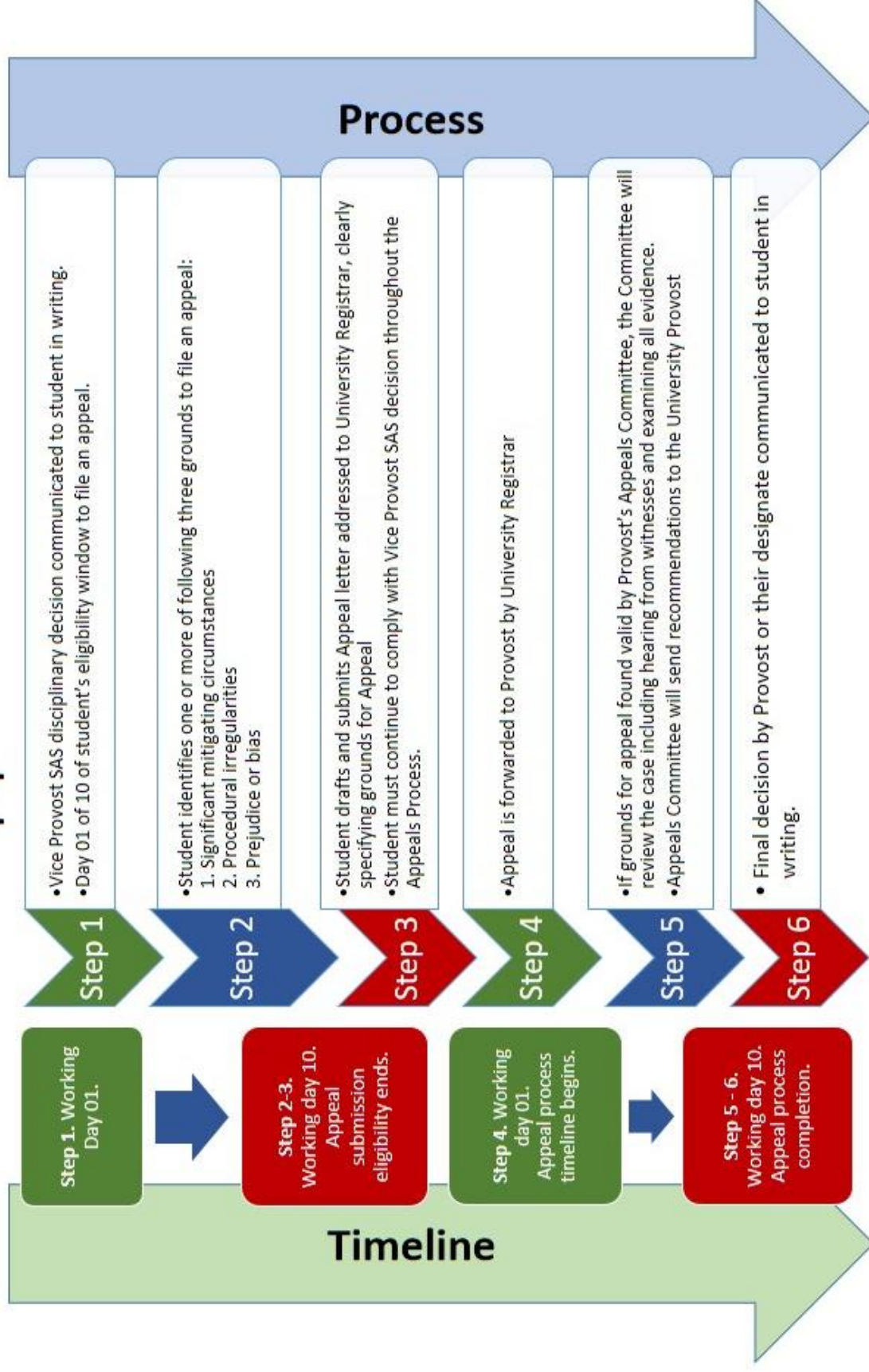
# Non-Academic Disciplinary Hearing Process\*



\*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)**

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

## **Appendix J: Dress Code**

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### **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.

## Appendix K: Examination & Promotion Policies

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Policy Name	Examination & Promotion Policy
Developed by	Curriculum and Examination & Promotion Committees
Approved by	MCFC
Date of Original Approval	December 17, 2007
Date of Last Revision	October 22, 2019; April 2021; February 2023; March 2024

### 1.0 Introduction

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

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

#### **Goals of the MBBS Programme:**

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

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

## **Professional Attributes for AKU Medical Graduates**

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

1. Be problem solvers, dealing effectively with unfamiliar problems; and
  - be continuous learners
  - direct their own learning and evaluate this activity
  - reason critically and make justifiable decisions
  - practice evidence-based-medicine
2. Work effectively with colleagues and health care teams; and
  - be able to assess themselves critically (for strengths and limitations); and others in order to manage self and others
3. Initiate, participate in and adapt to change, using scientific evidence and approaches
4. Demonstrate scientific curiosity, and a positive attitude towards research
5. Provide compassionate and concerned care, as the patients' advocate; and
  - demonstrate honesty and empathy with patients and their families
  - provide or arrange for the best possible care
  - communicate effectively
  - be ethically and culturally sensitive
6. Recognize their duty towards their own families and regulate their professional activities appropriately
7. Provide leadership in issues concerning society
8. Maintain personal and professional integrity and credibility. (See details below in section). To achieve the Medical College curricular goals, students have opportunities to work in clinical settings at the Aga Khan University Hospital (AKUH), as well as in national and community-oriented health services operating in urban and rural populations.

The undergraduate medical curriculum uses multiple modalities of learning with a gradual shift in focus from problem-based learning to problem-solving using best current evidence. Opportunities for broader intellectual development are increased through a wide variety of subjects throughout the curriculum which includes Electives, Humanities and Social Sciences.

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

## **SECTION 1: CURRICULUM STRUCTURE AND GENERAL ASSESSMENT PRINCIPLES**

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

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

#### **Curriculum Structure**

### **2.1 Years 1 and 2**

- a) The curriculum in Years 1 and 2 is modular and integrated; it uses problem-based learning as one of the major learning strategies. Basic Sciences (Anatomy, Biochemistry, and Physiology, basic concepts of General Pathology, Molecular biology, Pharmacology and Microbiology) are learned during the first two years.
- b) Community Health Sciences are also taught in Years 1 and 2. Students are introduced to determinants of health and disease in the population and concepts of epidemiology, biostatistics, health systems, primary health care and environmental and occupational health.
- c) Year 1 commences with Foundation courses (Human Body Systems, Molecular Biology, Introductory, Pharmacology and Introduction to Public Health). In addition, Humanities and Social Sciences (HASS), that comprises of required and elective courses, is also a part of the Foundation courses.
- d) The Foundation courses are followed by various modules in the first two years that range from four to eight weeks in duration depending upon the number and complexity of the basic medical sciences objectives to be achieved in that module.
- e) Longitudinal themes are an integral part of both years and include sessions on professionalism, bioethics and social accountability. Clinical skills and communication skills are taught across both years
- f) An Introduction to Research course is offered in Year 2

### **3.0 Principles of Assessment, Procedures & Attendance**

#### **3.1 Principles of Assessment**

- a) The term "Assessment" refers to assessment of student achievement. It is used constructively as a tool for improvement in learning, as well as for promotion and certification.
- b) Assessment focuses on the professional attributes (outcomes/ competencies) of the AKU medical graduates. This includes understanding of concepts (rather than memorization of facts), application of knowledge, competence in specific practical and clinical skills, longitudinal themes and *demonstration of appropriate*

*professional behaviour*. Satisfactory performance is required in each of these areas for progress and promotion.

- c) Assessment consists of formative and summative assessments. Continuous assessment (CA) assists learning through early awareness of students' strengths and weaknesses in knowledge, skills and attitudes and is used for both formative and summative assessment.
- d) Formative assessments allow faculty to review students' performance and assist their learning. All formative assessments are mandatory to attend and missing these assessments without approved leave can affect eligibility for summative assessments.
- e) Performance during continuous assessment also generates a summative score and is used as an eligibility criterion for end of module/clerkship examinations.
- f) Continuous assessment tests or summative examinations are conducted at the end of modules/clinical clerkships and along with CA scores contribute to certifying examination scores at the end of each academic year.
- g) The end of module/clerkship and professional examination assessment is criterion referenced<sup>5</sup>.
- h) Academic difficulties identified in any student during formative or summative assessment are reviewed in depth by the appropriate faculty to guide and help the student in achieving the learning outcomes.

### **3.2 General Criteria for Pass, Fail and Promotion**

- a) Eligibility: The students will be considered eligible for certifying examination according to the criteria outlined below:

#### **1. Across the MBBS program:**

- i. Professionalism.
- ii. The undergraduate program lays great emphasis on developing graduates that inculcate and demonstrate professional behavior throughout their 5-year program. While the curriculum provides opportunities to understand/acquire these traits, they are also essential attributes/behaviors that are reviewed to assess student progression.
- iii. All students are expected to follow the rules of student code of conduct as outlined by set of behaviors mandated by the undergraduate program. Please refer to the student handbook.
- iv. **Student attendance is a key attribute of professionalism that is assessed throughout the five-year program and used as a criterion for summative and professional exam eligibility. Whereas a single absence may not be enough to deem module/clerkship failure, repeated absences may be grounds for failure or unprofessional behaviour when clear evidence is provided. (see section 3.7 for details)**

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<sup>5</sup> Criterion referenced assessment means the students are assessed according to pre-determined criteria and not in comparison to their peers.



- v. A single act of Academic dishonesty, plagiarism and consistent/repeated irresponsible behaviour may result in either a period of suspension, repeating the year, up to expulsion.

## 2. Academic Criteria:

- i. Students failing to meet required standards of a module/clerkship must complete remediation as determined by relevant faculty and approved by E&P Committee. Students must successfully fulfill all assessment criteria of the remedial programme for the course(s) failed to become eligible for respective certifying examinations.
- ii. Students who are unable to perform satisfactorily in the remedial assignment(s) may be required to repeat the year.
- iii. Courses/clerkships identified for promotion are to be passed for eligibility to write the certifying examinations and progress to the next year.
- iv. Students with incomplete assignments/ clerkships will not be allowed to write the end-of-term/ course/ clerkship examinations.
- v. End of clerkship exams eligibility (provisional or final) will be posted on one45 after approval from year committees.
- vi. Professional examination eligibility lists will be posted on one45 after approval by E&P Committee.
- vii. In year 1, attendance and satisfactory performance in the Foundation courses and HASS courses is mandatory. A student who fails these courses will be required to complete remedial work before being considered eligible to write the respective Certificate examinations.
- viii. In Years 1 and 2, the students are required to obtain a minimum overall aggregate of 55% in relevant summative examinations; an aggregate of 50% in the practical/Alternative to Practical (ATP) examinations (**See Guidelines for assessment in practical sessions: Years 1 & 2**); attendance and satisfactory process assessment in mandatory sessions such as Problem-Based Learning (PBL), Team-Based Learning (TBL), field visits, tutorials, sign-off and non-sign-off laboratory sessions (see section 4.1C). Upon achieving these students will be considered eligible to sit in the certifying examinations. Attendance and satisfactory sign-off in clinical skills sessions is a requirement for eligibility in the certifying Objective Structured Clinical Examination at the end of Year 2.
- ix. In clinical clerkships of years 3,4 and 5, students must achieve 55% in continuous assessment before being considered eligible to take the End of Clerkship (EOC) test and must achieve 55% in the EOC test to be declared as having completed that clerkship satisfactorily (see sections 6, 7 and 8).
- x. If a student fails in the continuous assessment of the clerkship, s/he will be required to repeat the entire clerkship. Failure to achieve 55% in the EOC test will require remedial of at least half of the clerkship duration.

If students miss more than 25% of a module/clerkship due to valid reasons they will be required to complete a residual portion of the missed component in order to appear for the end of module/clerkship exam. xiii. Any

- remediation will be undertaken as prescribed with a scheduled regular rotation of students. Failure in remedial of clerkship will result in repeating the year.
- xiv. For students failing Clerkships, a new CA score will be generated after remediation. Original CA scores will not be reused.
  - xv. Final Module/Clerkship scores contribute to the final scores of MBBS certifying examinations.
  - xvi. For End of clerkship and year end OSCEs students are required to pass 50% of history taking and 50% of physical examination stations.
  - xvii. A student is allowed a maximum of 6.5 years to graduate. If projected period of study and examination extends beyond the stipulated time, the student will be asked to withdraw from the medical college.
  - xviii. Individual rules of assessment stated in this document are dependent upon other rules and will be understood and applied holistically when not falling in the complete ambit of a single rule.

### 3.3 Certifying Examinations

- a) The five- year MBBS programme is assessed by four Certifying Examinations. These examinations are conducted according to the guidelines laid down by the Pakistan Medical Commission (PMC). External examiners are invited for these examinations. Scores are not disclosed; these are graded as pass/fail, as per AKU policies.
- b) MBBS Part I examination is written in two parts, MBBS-IA and MBBS-IB, at the end of years 1 and 2, respectively. The subjects examined include Anatomy, Physiology, Biochemistry, Pharmacology, Pathology, Microbiology and Community Health Sciences.
- c) MBBS Part II, III and IV examinations are written at the end of Years 3, 4 and 5.
- d) Some Basic science concepts especially Pathology and Therapeutics will also be assessed during years 3, 4 and 5 certifying examinations.
- e) For Certifying Examinations students may use up to two attempts to pass, if any student is unable to pass after 2 attempts s/he will be asked to withdraw from the Medical College. This also applies to individual disciplines being tested in the certifying examinations.

### 3.4 Procedures

- a) The university expects its students to behave as mature and responsible professionals. They must follow University's code of conduct. Students' promotion will be affected adversely by undesirable professional behavior (**see section on professionalism – Appendix L of student handbook**). Students are the first point of contact by the university administration for all University related matters. In some cases parents are contacted/ informed of the decisions after sharing with the students.
- b) Each module/course and clerkship will be assessed.

- c) Pass/fail will be determined as per AKU policies outlined in the Examination and Promotions Guidelines.
- d) All required courses/modules/clerkships along with longitudinal courses are part of the curriculum and must be completed satisfactorily.
- e) Satisfactory completion of selective and elective experiences at institutions approved by the Electives Committee, are a pre-requisite for progress and promotion.
- f) Students unsuccessful in module/clerkship tests will be re-assessed after appropriate remediation.
- g) The duration and content of remedial work for students not meeting the prescribed requirements is determined by the relevant faculty members in accordance with weakness identified in a student's learning or clinical experience.
- h) Remediation in the first two years will be arranged by the year committee in consultation with concerned faculty, upon recommendation of the Examination and Promotions Committee (E&P Committee).
- i) Performance in process assessment is recorded as satisfactory or unsatisfactory and communicated for all modules. Overall performance serves as an eligibility criterion for professional exam.
- j) In the clinical clerkships, failure in Continuous Assessment (CA) requires the student to repeat the entire clerkship, while failure in the End of Clerkship (EOC) Examination requires remediation of half of the clerkship time and a minimum of four weeks in Year 5.
- k) Only **ONE** of electives/selectives/pre-certifying examination leave can be utilized as a single event in a given academic year for remediation. All four weeks of the electives in Year 4 may be utilized for remedial work. In Year 5, only 4 weeks of the Electives period may be utilized for remedial work.
- l) Remediation exceeding 4 weeks may result in delayed graduation
- m) Remedials in clerkships will only be scheduled during regular rotations, and will be coordinated by the Registrar's Office, upon recommendation of the E&P Committee. Remedial work is not permitted during holidays. In year 5, remediation may be allowed in the pre-prof leave.
- n) Students will be examined by internal and external examiners in all certifying subjects/examinations and /or their components
- o) Fractions of scores obtained from summative examinations are taken into consideration up to calculation of the final score. Only the integer of the final Clerkship/module score is recorded.
- p) The results of summative and end of clerkship examinations may be challenged within 30 working days of declaration of results, after which the request for review will not be entertained.
- q) The results of certifying examinations (MBBS Parts I-IV) are recorded as fail, pass, or pass with Honours and High Honours. (**see section 3.5 (c): Framework for Awarding Academic Awards**)

- r) Scores obtained for all assessments are recorded and kept by the Registrar's Office. Results will be communicated to the students and a copy will be sent to their parents. Transcripts are available on request.
- s) Re-sit of the certifying examinations of the first two years are held before the start of the next academic year
- t) Students are advised to report at the examination venue 5 minutes before the start of the exam (formative, summative, certifying, EOT, OSPEs, OSCEs, etc.). No student will be allowed to enter the examination venue after the scheduled time.
- u) Absence from an examination without a valid reason is considered as a failure in the examination.
- v) Written examination can be up to three hours duration. In case of longer examination, a break will be provided. Aggrotat<sup>6</sup> rule may be applied by university, upon the discretion of the University when considered appropriate and approved by Dean and Associate Dean.
- w) In case of exceptional and unforeseen circumstances beyond the scope of the existing guidelines, the University reserves the right to provide case-by-case rulings in the best interest of the student and the institution.

### 3.5 Pass with Honours

- a) The Medical College will grant Honours by criterion-referenced assessments and will require exemplary demonstration of the desired attributes for AKU medical graduates (ref to 1.0). Honours recommended by the examiners and year committees in different disciplines/subjects, will be conferred after approval by Examinations and Promotions Committee. Any disciplinary action against a student will be considered a disqualifier for Honours for that academic year. A student with a prior history of disciplinary action may qualify for Honours based on academic performance in subsequent years if s/he demonstrates exemplary behavior.
- b) For CHS, final CHS scores will be calculated with 70% contribution from CHS scores obtained in MBBS Part 1 and II and 30% contribution from Year III rotation. Students who achieve a total score of  $\geq 80\%$  will be awarded Honours and student scoring  $\geq 85\%$  will be awarded High Honours.
- c) **Framework for Awarding Academic Awards:**
  - i. Starting for the Class of 2025: For Years 1 and 2, following the MBBS 1A and 1B certifying examinations
    - 1. Students scoring 80%- 84.9% will be granted High Honours.
    - 2. Student scoring  $\geq 85\%$  will be awarded High Honours.
  - ii. Starting for the Class of 2023: For Years 3, 4 and 5:  
In clinical disciplines, students considered for Honours are required to take an oral examination to probe their critical thinking and decision-making ability based on best current evidence, ethical

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<sup>6</sup> Aggrotat In special circumstances Year Committees may decide to ignore a particular Summative Examination and calculation of the result is made on the basis of rest of the Summative examinations.

and social sensitivity, depth and breadth of their understanding, and any research or community work they may have done.

1. The top 10 students receiving  $\geq 80\%$  will receive the call for an Honours viva.
2. Of the above students, those who are considered to have a superior knowledge of the subject after completion of the Honours viva will be granted High Honours
3. If they are unsuccessful in that evaluation, they will be awarded Honours. Please note that it is mandatory to appear for the Honours Viva to receive the Honours. The Top Ten students receiving  $\geq 80\%$  scores will be identified for Honours in Forensic Medicine Professional Exam. Of these students scoring  $\geq 85\%$  will be awarded High Honours and the remaining will be awarded Honours.

### 3.6 Calculation of Student Class Ranking

Merit Awards and the Aga Khan University Scholarships during Years III, IV, and V [see Student Handbook Section II-page 25] are awarded on the basis of student class rankings calculated for a particular year. These rankings are not public knowledge and are not disclosed to students. These are directly communicated to Institutions, if requested, where a student may have applied for scholarships, Selectives, Electives; or Residency programmes after completion of the MBBS programme. Student consent for disbursement of this information to external agencies is required. For calculation of the AKU merit scholarships, no application or consent form is required.

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

- I. **Years I and II:** Ranking is based on the MBBS 1A, 1B Certifying examinations. The contribution of five Summative examinations is 30% and of the Certifying examination [MBBS IA & IB] it is 70%.
- II. **Years III, IV and V:** Student ranking is calculated in year III, IV and V. These are based on MBBS II, MBBS III, and MBBS IV examination results respectively. A cumulative score of the Continuous Assessments and End of Clerkship Examinations contribute to 50% of the total aggregate score of a Certifying examination.

### 3.7 Attendance

- a) Students are expected to attend all scheduled teaching sessions and examinations. Lack of attendance in scheduled teaching learning sessions/clinics and other learning activities reflects unprofessionalism and can impact eligibility to appear in summative and certifying assessments and unprofessionalism. **(see section on Professionalism: Appendix L of student handbook)**
- b) Professionalism is an essential component of the Medical Student Performance Evaluation (MSPE). **(Refer to student handbook and Section 3.2 in this document)**. Unprofessional behavior and absenteeism will be recorded in the letter as 'unprofessionalism'. MSPE is a mandatory letter of reference, signed by

the Medical College Dean, which is required when a student is applying for a residency placement in the USA.

- c) Attendance in PBL, TBL sessions, laboratory sessions, tutorials, presentations, field visits, HASS courses (compulsory and electives), clinical and communication skills sessions, clinics and wards is **mandatory. Absence from these sessions will render the student ineligible to write certifying examinations. (see table of attendance rules)**
- d) Where available and required, attendance will be recorded through a log-in/log-out manual/biometrics system. All students must reach the venue at least 5 minutes prior to the start of the session to log-in. Attendance will only be logged in the first 10 minutes. Any student who logs in after this grace period and/or logs out before the conclusion of the session will be considered absent.
- e) Absence for illness must be certified appropriately by Student's physician in Community Health Centre (CHC). Certificates from outside Aga Khan University Hospital (AKUH) must be verified by the Student Health Physician in CHC after counterchecking.
- f) Emergency leave may be granted for serious illness or death in the immediate family. If absence exceeds a minimum critical period, specified by individual disciplines, the student will be required to complete the rotation/clerkship.
- g) In extenuating circumstances, on case-by-case basis, leave requests can be discussed and approved in consultation with the appropriate University Officials. Please note that the leave will only be considered for approval if adequate supporting document(s) are provided to the Registrar's Office in timely manner.
- h) A student may apply for a 'leave of absence' to pursue courses or research activities at this or other Universities, or for any other reason considered valid by the Curriculum Committee. On the recommendation of the Curriculum Committee, the Dean, may award leave of absence for a maximum of one year, or completion of a degree/course based on their academic performance.

### **3.8 University requirement for USMLE registration**

Upon completion of MBBS Part II examination (Year 3) with a cumulative score  $\geq 70\%$  (Certifying Examination scores comprise of End of Clerkship and Professional Examination), the University will verify USMLE registration form on the web portal. However, the eligibility is not required in Year 5. Students can view their eligibility on self-service portal at AKUROSS.

### **3.9 University requirement for participation in additional research (other than curricular requirements)**

The students will be allowed to participate in additional research if they secure a cumulative score of  $\geq 65\%$  in the last Certifying Examination. Eligibility will be reconfirmed each academic year. Students can view their eligibility on self-service portal at AKUROSS.

### 3.10 Eligibility rule for all End of Module and End of Clerkship Examinations MBBS Years 1 -5

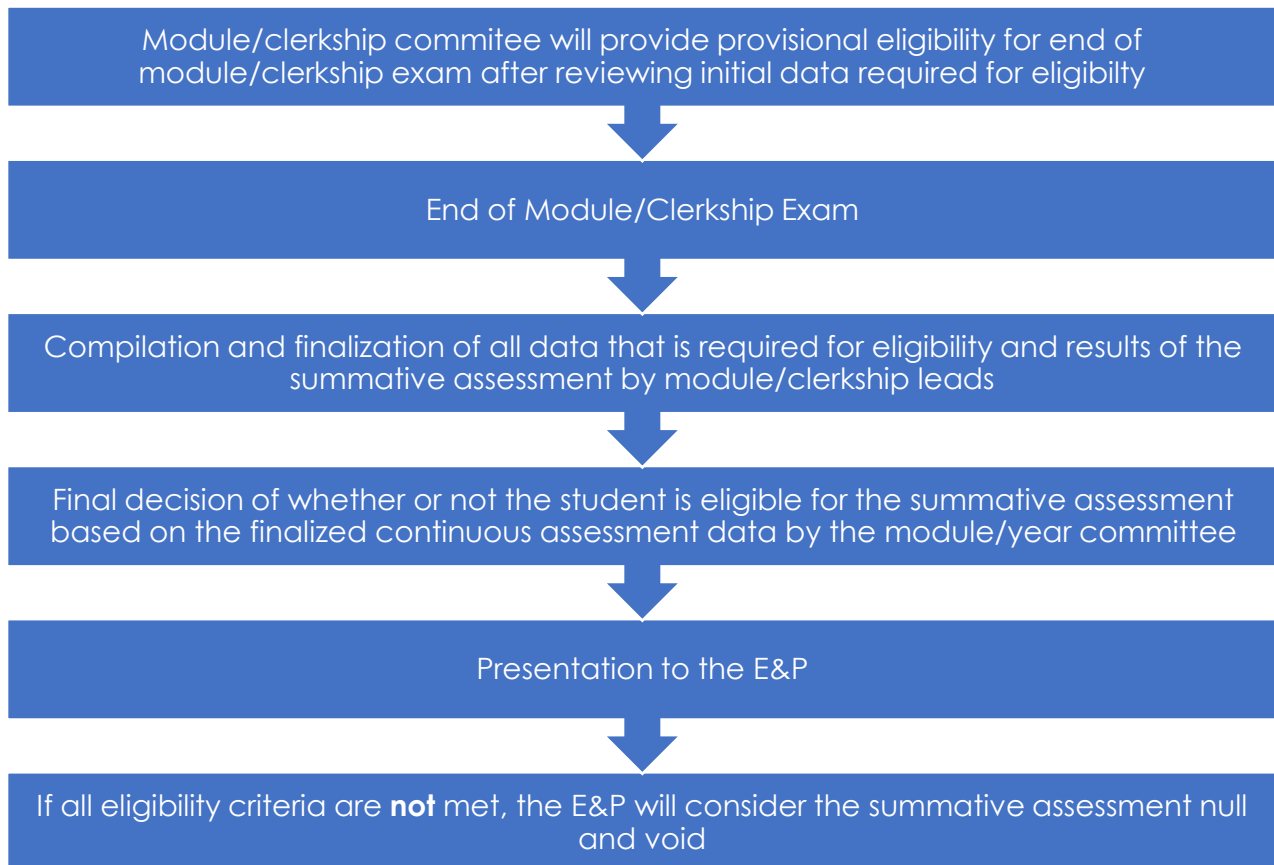
Eligibility for all End of Module and End of Clerkship examinations will be considered PROVISIONAL till the announcement of result of the module/clerkship by the Examination and Promotion Committee. Any issues related to attendance, academics and/or professional misconduct that would affect eligibility identified after the conduct of the end of module/clerkship examination would render the assessment and potentially all module/clerkship scores NULL AND VOID AB INITIO.

In cases of disciplinary rulings or other relevant actions the approved results may be considered NULL and VOID on instruction of the Dean/Provost/Registrar.

Eligibility for the Professional examinations (MBBS-IA, IB, III, IV, and V) will NOT be provisional.

This amendment will not affect students already declared **ineligible prior to the end of module/Clerkship exam.**

#### Schematic diagram describing process of eligibility and assessments:



### **3.11 Process for End of Rotation Evaluation in the clinical years:**

- All students are required to complete and submit the End of Rotation Evaluation Form before the end of the clerkship examination.
- The submission of the End of Rotation Evaluation Form is mandatory, and failure to comply with the submission deadline will result in the student examination result being withheld.
- The feedback will be reviewed in the respective Year committee meeting within 2 weeks of clerkship completion. The committee will identify common themes and devise actionable strategies to address any concerns or areas for improvement. Wherever possible, adjustments in the clerkship will be made with immediate effect considering that the standardization of the clerkships (specifically assessments) for different student groups within an academic year is not affected. The latter shall be implemented in the new academic year.
- To ensure a streamlined and efficient dissemination process, each Year Chair will present a summary of the evaluations relevant to their Year annually to the Curriculum committee.
- The confidentiality and anonymity of students' feedback will be maintained. All information provided in the End of Rotation Forms will be treated with the utmost sensitivity, and any data presented in committee meetings will be aggregated to ensure individual privacy.



## **SECTION 2: ASSESSMENT AND PROMOTION POLICIES**

### **Curricular and Examination Framework**

#### **Year 1**

1.	Foundation Courses <b>Summative Examination</b>	15 Weeks
2.	Blood Module <b>Summative Examination I</b>	04 Weeks
3.	Inflammation and Neoplasia Module <b>Summative Examination II</b>	04 Weeks
4.	Respiration and Circulation Module <b>Summative Examination III</b>	08 Weeks
5.	GIT, Nutrition and Metabolism Module <b>Summative Examination IV</b>	06 Weeks
6.	Renal Module <b>Summative Examination V</b>	04 Weeks
7.	integration & Application Module	01 Weeks
8.	Community Health Sciences	Longitudinal Across year

#### **Formative Objective Structured Clinical Examination (OSCE) MBBS Part IA Certifying Examination**

## Curricular and Examination Framework

### Year 2

1. Musculoskeletal System Module <b>Summative Examination I</b>	06 Weeks
2. Introduction to Research Module	04 Weeks
3. Neurosciences Module <b>Summative Examination II</b>	08 Weeks
4. Head and Neck Module <b>Summative Examination III</b>	05 Weeks
5. Endocrine & Reproduction Module <b>Summative Examination IV</b>	06 Weeks
6. Immunity & Infectious Diseases Module <b>Summative Examination V</b>	07 Weeks
7. Integration & Application Module	02 Weeks

**Summative Objective Structured Clinical Examination (OSCE)  
MBBS Part IB Certifying Examination**

## 4.0

## Years 1 and 2 - Assessment Structure

### 4.1 Continuous Assessment

#### a) **Foundation Courses Formative and Summative Assessments**

1. Regular formative assessments in the form of quizzes, sign offs, assignments etc. will take place in each of the following Foundation courses: Human Body Systems, Molecular Biology, Introductory Pharmacology, and Introduction to Public Health. These coupled with regular feedback are designed to support the students at this foundational juncture.<sup>7</sup> .
2. Students who miss formative assessment(s) due to approved leave will be provided additional opportunities during the course(s), provided feedback, and will be allowed to appear for the combined Summative Examination.
3. The content examined in formative assessments will be included in the combined Summative Examination at the end of the Foundation courses. The Foundation courses are important to build core concepts required to assimilate content in subsequent modules. The pass/fail combined summative exam for Foundation courses (Human Body Systems, Molecular Biology, Introductory Pharmacology, and Introduction to Public Health) will be set as per a table of specification. Students will be required to pass each course's summative assessment independently. In case of failure (<55%) in any course(s), remediation will be provided to support the student, followed by a second summative attempt for the failed course(s). Two total attempts will be available to students to pass in an academic year. If a student fails two attempts of the summative exam, there will be a case-by-case review and consequences can include further remediation or repeating the year to re-take the Foundation course(s) when offered again.
4. Student(s) who appears in the re-sit combined summative as a first attempt due to approved leave and fails any course(s) will be provided a second re-sit attempt during the academic year. The case of student(s) who do not have approved leave and miss the combined summative will be reviewed on a case-by-case basis and the student may be asked to repeat the year; if there are extenuating circumstances, the student(s) will be allowed to appear in the re-sit as a first attempt. The combined summative exam for the Foundation courses will contribute to the professional exam scores as per E&P rules.
5. Unapproved absences will be mentioned in MSPE and may affect eligibility to sit in combined summative examination.

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<sup>7</sup> *The objective of Formative assessment is to provide feedback to the students about their level of preparation and to introduce them to the pattern of examination. Marks from this exam are not used in the continuous assessment scores.*

6. Leave is granted as per policy. As a general rule, if a student has less than 25% approved leave, s/he will progress. If the approved leave is more than 25%, there will be a case-by-case review; in exceptional circumstances, the student(s) may progress or otherwise repeat the year.

b) **End of Module Summative Assessment Tests**

All modules in years 1 and 2 have end of module assessment which comprises of written and practical/ATP examination. In addition, process assessment is also a part of student performance.

- c) **Written assessment:** The written examination test will have questions from Anatomy, Biochemistry, Community Health Sciences, Physiology, Pharmacology, Pathology and Microbiology. Summative assessment tests scores from all modules of Years 1 and 2 will contribute 30% to the MBBS 1A and 1B examinations respectively.

d) **The assessment strategy for Community Health Sciences is as follows:**

1. **Formative assessments** Scores obtained in formative examination will be used to identify and guide students with weak concepts for targeted remediation when needed.
2. **CAT:** Three (3) short Mandatory CATs (Continuous Assessment Tests) will be conducted throughout the academic year. Feedback and guidance will be provided to any student who is unable to achieve 55% in CAT. The support and progress will be duly documented. CAT scores will contribute to 10% of Summative component. **CHS Summative Exam** will be held as per TOS (Table of Specification). If student scores 55% or greater s/he is eligible for MBBS 1A/1B (CHS).
4. In case of failure i.e., a score <55% in CHS Summative Exam student/s will give a **re-sit CHS Summative Exam** at the end of year I/II before the start of study leave. If the student fails, the re-sit CHS Summative Exam (scores <55%) then student will not be eligible for MBBS 1A/1B (**CHS only**) and will undergo remediation and appear in resit MBBS 1A/1B (CHS only) as first attempt. In case of failure in this examination i.e., a score <55% the student will repeat the year.
5. **Final Aggregate Score:** 30% CHS Summative Assessment (10% CAT and 20% Summative Exam) , 50% MBBS 1A/1B (CHS only), 20% CHS Viva
  - i. The student must score 55% to Pass CHS in Year 1 or 2.
    1. A student scoring <55% in the Continuous Assessment will be ineligible for CHS Summative Exam and will undergo remediation and appear in resit CHS Summative (before study leave) as first attempt.

e) **Practical/ATP Examination:**

- i. Practical/ATP examination will be held at the end of relevant modules. A minimum score of 50% is required to pass the practical/ATP examination. Failure will require remediation and resit practical/ATP examination. Students successful in resit practical/ATP examination will be awarded a score of 50%.

- ii. A minimum aggregate score of 50% is an eligibility criterion for MBBS IA & B examinations. Failure to achieve this score will require remediation and resit practical/ATP examination. Successful completion will make the student eligible for certifying examination.

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

f) **Process Assessment**

This includes PBL, TBL, Field visits, clinical skills, sign off and non-sign off lab sessions, tutorial sessions and longitudinal themes. Attendance in these sessions is mandatory and unapproved absence will lead to failure in process assessment or ineligibility in the certifying / OSCE examination (**see table of attendance rules**)

Failure in process assessment will be recorded on transcripts.

- i. PBL/TBL Sessions: Process Assessment is based on assessment in terms of regularity, punctuality, contribution, group dynamics and communication skills.
- ii. Attendance in PBL/TBL sessions is mandatory. Unapproved absence from a PBL/TBL session (even one) will result in failure of process assessment in that module.
- iii. In a short module (up to 4 weeks) if a student is awarded 'unsatisfactory' in more than one PBL session s/he will fail the module. However, in a module of more than 4 weeks duration, award of 'unsatisfactory' in more than two PBL sessions will lead to failure in the module. For consideration to award Honours 'satisfactory' performance in process assessment is required.
- iv. If a student fails to achieve 'satisfactory' Process Assessment in any one module, s/he will be counselled, and corrective measures will be suggested. If a student fails to achieve 'satisfactory' Process Assessment in any two modules s/he will not be considered eligible to write the MBBS I-A and IB examinations and will be asked to take this exam with the re-sit students before the next academic year.
- v. Sign off Labs: Additionally, essential psychomotor, problem-solving and application skills must be signed off in pre-identified laboratory sessions. *Students who miss these essential skills sign-off sessions due to **approved leave will be responsible for contacting the respective faculty for a remedial sign-off session** to ensure eligibility for the certifying exam. **Students who miss a single session due to unapproved absence will have consequences as mentioned in table of attendance rules.***
- vi. Field Visit sessions: these sessions are mandatory and unapproved absence in a single session will lead to consequences as mentioned in table of attendance rules.
- vii. Clinical Skills sessions: these sessions are mandatory and unapproved absence in a single session will lead to consequences as mentioned in table of attendance rules.
- viii. Non Sign off Labs and Tutorials: For non-sign-off laboratory sessions and tutorials, a student who is absent in more than one session in a module of  $\leq 4$  weeks and more than two sessions in a module of more than 4 weeks, will fail the process assessment of the module. Process Assessment in any two modules s/he will not be considered eligible to write the MBBS I-A and IB examinations and will be asked to take this exam with the re-sit students before the next academic year. (**refer Appendix: table of attendance rules.**)
- ix. If the student fails to achieve satisfactory Process Assessment in three or more modules, he/she will be asked to repeat the year.

g) **Longitudinal Themes**

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

## Appendix: Table of Attendance Rules

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Type of session	Attendance rule	Consequence Module	Consequence certifying exam
<b>PBL/TBL/ Sign off laboratory sessions/ Field visit</b>	Unapproved absence in one session	Fails process assessment module	Ineligible for MBBS 1A/1B if fails process assessment in 2 modules
<b>Non-sign off Laboratory sessions/ Tutorial</b>	Unapproved absence in >1 session ≤ 4 weeks module, unapproved absence in >2 sessions > 4 weeks module in >1 module	Fails process assessment module	Ineligible for MBBS 1A/1B if fails process assessment in 2 modules
<b>Clinical skill sessions</b>	Unapproved absence in one session	Fails process assessment module	Ineligible for year-end OSCE if unapproved absence in 2 sessions
<b>HASS courses</b>	Attendance and satisfactory completion in all sessions is required	Has to successfully remediate	Ineligible for MBBS 1A
<b>Longitudinal theme</b>	Attendance and satisfactory completion in all sessions is required Failure to achieve overall satisfactory performance in any longitudinal theme	Has to successfully remediate	Ineligible for MBBS 1A/1B

### 4.2 Eligibility for professional exam (Year 1 & 2)

- 4.2.1 Passing the Foundation courses is mandatory to progress to Year 2. Two opportunities will be provided to pass the combined summative examination.
- 4.2.2 In case of failure in the second attempt, there will be a case-by-case review and consequences can include further remediation or repeating the year. If the student is allowed to proceed, targeted remediation will be provided to ensure understanding of essential concepts.
- 4.2.3 If a student has approved leave for <25% of Foundation courses, s/he will be allowed to progress after passing the combined Summative Examination. The case of any student missing >25% of the Foundation courses even with approved leave will be reviewed. In exceptional circumstances, the student(s) may be allowed to progress. Alternatively, student(s) may have to repeat the courses the following year.
- 4.2.4 If a student has approved leave for <25% in any module, such cases will be allowed to progress after remediation of missed session as suggested by the module chair. For students who have approved leave for more than 25% in any

module will not be allowed to write the summative examination. The student will be provided remediation of the missed content and have to undergo the targeted remedial assessment to be eligible for certifying examination.

- 4.2.5 Summative examinations will be held after all the modules except Integration and Application modules. By the end of the year, to be eligible to sit for MBBS IA and B examinations, each student must achieve an aggregate score of:
- 55% in summative examinations
  - 50% in practical examination/ATP examination
  - Satisfactory Process assessment and attendance and
  - Satisfactory assessment in all Longitudinal themes, HASS courses and Introduction to Research course
- 4.2.6 Student failing or having approved leave for a summative examination, in two modules, will **not** be eligible to write the final MBBS IA/IB examination; even if s/he achieves an aggregate score of 55%. S/he will be offered remediation followed by re-sit summative examinations for both modules. Upon passing both resit examinations, s/he will be eligible to write the MBBS re-sit examination as a first attempt.
- 4.2.7 Student failing or having approved leave in **more than two summative examinations** held at the end of modules, will not be eligible for M.B.BS IA/ B examinations, even if they achieve an aggregate score of 55% (at the end of Year 1 and 2 as applicable). In this case, student will be required to repeat the year. If the aggregate score is less than 55% the student will be asked to withdraw from the Medical College.
- 4.2.8 Student repeating the year without appearing in the MBBS IA/IB in the previous year, because of not being eligible will take certifying examination at the end of repeat year as a first attempt.
- 4.2.9 In the repeat year, if a student fails in three modules, s/he will be asked to withdraw from the Medical College.
- 4.2.10 In cases where a student secures <50% in a re-sit module examination, while repeating the year, s/he will be asked to withdraw from the Medical College.
- 4.2.11 If a student fails in one module or has approved leave for more than 25% of the module duration or has failed the summative exam due to unapproved leave on the day of the examination, s/he will be required to remediate. In the case of failure, deficiencies will be identified based on performance related to objectives of the module and remedial assistance will be provided by faculty/teaching assistants. Students will be re-assessed by faculty using assignment, viva, etc. No new score will be generated. The original score will be included in calculating aggregate score at the end of year for determining eligibility.
- 4.2.12 In accordance with 3.1 (g), faculty may recommend appropriate corrective action for any student identified as having major academic difficulties or unproven academic track record to ensure that they do not proceed with gaps in their knowledge.



#### 4.2.13 **Module re-sit examination:**

- a) Student failing in two modules in the re-sit summative examination will be required to repeat the year.
- b) If a student passes one module but fails the other, s/he will be allowed to take the MBBS re-sit examination provided the score is  $\geq 50\%$  in the failed module. No more than two attempts are allowed in a year to pass a single module.

#### 4.2.14 **End of the Year Skills Assessment:**

- a) Mandatory formative and summative Objective Structured Clinical Examinations (OSCEs) are held at the end of Years 1 and 2 respectively. To be eligible for OSCEs, students must have satisfactorily completed and signed-off all clinical and communication skills sessions held during the year. This examination will include clinically relevant basic sciences psychomotor skills stations.
- b) Formative end of year OSCEs: Formative OSCE is held at the end of Year 1. It is mandatory for each student to take the examination and obtain feedback to be promoted to Year 2.

Summative end of year OSCEs: Summative end of year OSCE is held at the end of Year 2 and assesses clinical and communication skills learned in Years 1 and 2. The students are required to pass this OSCE for promotion to Year 3.

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

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

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

- a) Students are required to pass both the MBBS 1A & 1B examinations and CHS certifying examination separately, with a minimum score of 50% in individual disciplines and an overall aggregate score of 55%, before being allowed to progress to the next year.
- b) If the overall aggregate score is 55% or greater, but the **score in up to two disciplines** is less than 50%, then student will be given a choice either to repeat the year or undertake remedial work and appear for a re-sit in those disciplines with integrated questions focusing on the required discipline(s). Student failing to achieve the passing grade in the M.B.,B.S 1A or/ 1B re-sit examination will be asked to withdraw from the Medical College.
- c) If the overall aggregate score is 55% or greater, but *the score in more than two disciplines* is less than 50%, then the student will be given an option of repeating the year or undertake remedial work and appear in full re-sit examination. Student failing to achieve a passing grade in the M.B.,B.S 1A or/ 1B re-sit examination will be asked to withdraw from the Medical College.
- d) If the overall aggregate score is between 50 and 55% in MBBS I-A, the student will not be promoted to Year 2 and will be required to repeat Year 1. The second attempt at MBBS IA will be final attempt and if student fails, s/he will be asked to withdraw from the Medical College.

- e) If the overall aggregate score is below 50%, the student will be asked to withdraw from the Medical College.
- f) A Summative Objective Structured Clinical Examination (OSCE) will be held at the end of Year 2 to assess the clinical skills, clinically relevant basic sciences, psychomotor skills and longitudinal themes.
- g) Students must demonstrate satisfactory skills to be promoted to Year 3.
- h) Students will be required to achieve satisfactory performance in:
  - I. at least 50% of the history-taking stations
  - II. at least 50% of the physical examination and procedural skills stations.
  - III. And an overall pass in 50% of all OSCE stations, which may include stations on ethics, communication and counseling skills. Students who fail to perform satisfactorily in OSCE will be offered remediation followed by re-sit OSCE.
- i) Without passing the OSCE, students cannot proceed to Year 3. Those unable to comply with the above for a valid reason will be provided with an opportunity for remediation before the start of Year 3.
- j) Students who were not able to appear in the examination for an acceptable reason (refer to the Student's Handbook) will be offered an opportunity to appear in the re-sit examination as a first attempt.
- k) Transcript will reflect whether the student passed in the first attempt or the re-sit.

#### 4.4 Promotion from Year 1 to Year 2

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

# Guidelines for Assessment of Practical Sessions: Years 1 & 2

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

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

## II. **Pass/Fail Decision:**

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

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

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

1. Each student should achieve an overall 50% score in the practical/ATP examinations scores of all modules of that year.

Any student with less than an overall 50% in practical/ATP assessments after remediation and resit will not be eligible to sit in the certifying examination and will be asked to write the resit of certifying examination.

## 4.5 **Promotion from Year 2 to Year 3**

- a) **MBBS-IB:** Students are required to pass the MBBS I-B examination, with a minimum score of 50% in individual disciplines (except CHS) and an overall aggregate score of 55% before proceeding to the Year 3
- b) **End of Year 2 OSCE:** Successful completion of End of year 2 OSCE is a requirement for promotion to year 3.
- c) **Longitudinal Themes:** Satisfactory completion of all longitudinal themes will be required.
- d) **Introduction to Research:** Students are required to complete the requirements of this course satisfactorily to be promoted to Year 3.
- e) If a student separately achieves between 55 – 59.9% in 2 out of 4 summative examinations (II – V) in Year 1, and 3 out of 5 summative examinations in Year 2, s/he will be considered as consistently borderline. These students will be offered support via academic counseling by module/year chairs, one - on one tutoring by teaching assistants and psychological support when needed. Consistently borderline students will be promoted to Year 3 but will remain on probation for the first two rotations during which period they will be provided additional academic counseling to support them through their clinical transition.

## Appendix 1

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### Glossary of Terms

**Formative Assessment:** An assessment to monitor student's learning, providing feedback to improve learning. Marks from formative assessment are not included in the final score.

**Summative Assessment:** An assessment of student's learning at the conclusion of an instructional unit. These are formally graded to make pass/fail decisions.

**Continuous Assessment:** An assessment that evaluates student's progress throughout a course of study, as opposed to end of year examinations.

**Standard Setting:** A process to determine cut-off scores to define different levels of performance.

## Curricular and Examination Framework

### Year 3

1. Bench to Bedside Module <b>Formative Examination</b>	06 Weeks
2. Community Health Sciences (CHS) <b>Satisfactory completion/defense of mandatory research work, End of Clerkship Examination</b>	08 Weeks
3. Family Medicine <b>End of Clerkship Examination</b>	06 Weeks
4. Maternal and Neonatal Child Health (MNCH) <b>End of Clerkship Examination</b>	02 Weeks
5. Otolaryngology	04 Weeks
6. Ophthalmology	04 Weeks
7. General Medicine <b>End of Clerkship Examination</b>	04 Weeks
8. General Surgery <b>End of Clerkship Examination</b>	04 Weeks

End of Year OSCE in Otolaryngology and Ophthalmology  
End of Year 3 Objective Structured Clinical Examination (OSCE)

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

## 5.0

## Year 3 – Assessment Structure

### 5.1 Assessment in Year 3

a) The assessment strategy for **Bench to Bedside** module is as follows:

i. **Continuous Assessment:** The process comprises of following components:

- Attendance in academic sessions It is the responsibility of each student to comply with the module's schedule. One of the elements of successful completion of the module is proper attendance and punctuality. Students faced with any emergency should contact the Registrar's office and contact their respective discipline coordinators to validate their leave.

ii. **Nursing & Patient Safety:**

- All the sessions of Nursing and Patient safety week will be mandatory for students to attend.
- Students who miss the mandatory sessions will have to do make up sessions/assignments. Student will have to inform the respective discipline coordinator for scheduling of the makeup session during self-study time.

iii. **Pharmacology, Pathology and Radiology:**

- 75% attendance is the minimum requirement for sessions of pharmacology, pathology and radiology.

**Pharmacology:**

- The first two sessions are mandatory to attend (1) Applied Pharmacokinetics (2) Applied Pharmacodynamics, as these are based on the fundamental concepts of General Pharmacology. For students who miss these sessions due to a genuine reason, clinical scenarios and/or quizzes of the respective session will be provided on VLE. These will be checked by the faculty and the faculty's response will be sent to the students.
- If students miss more than 25% of the remaining sessions, then he/she will have to do make up assignments/sessions.

**Pathology:**

- Mandatory sessions: There are two hands-on (sign-off) sessions. If students miss these sessions due to approved leave, then TAs will conduct these session during self-study period. \*
- If students miss their remaining sessions by more than 25%, then he/she will have to do makeup assignments.

**Radiology:**

- Mandatory sessions: Sessions of radiology on chest, abdomen and brain imaging, are mandatory to attend. Students unable to attend any of these sessions, with a valid reason, will be helped by a senior resident in radiology, to cover the content, during self-study periods.
- If students miss their remaining sessions by more than 25%, then he/she will have to do makeup assignments.
- Formative quizzes will be posted on VLE which are mandatory.

- iv. **Ongoing Formative Assessment:**
- Formative assessment will be done by respective disciplines via online Quizzes on VLE/Kahoot. Clinical scenarios & images along with quizzes will be used to assess student's critical thinking and interpretation skills.
  - End of week MCQ's, addressing content related to Pathology, Pharmacology and Radiology covered during the week, will be mandatory to attempt.
  - Essential Skills: Students missing a skill session, due to valid reasons, will have catchup session scheduled during one of the identified self-study time slots.
  - Bedside Teaching Sessions: Assessment of these sessions will be based on student's attendance as well as their participation. Faculty conducting sessions will provide ongoing feedback about participation and performance, TA's will help in this process. Attendance is mandatory in all bedside teaching sessions. However, if a session is missed due to valid reason, a makeup session on the same topic/case with TA will be arranged.
  - Attributes of appropriate professional behavior will be assessed as an ongoing activity by TA's and recorded on a form (copy of form available in handbook). Students with unsatisfactory rating will be provided feedback.
- v. **End of Module Assessment (Formative)**
- Final assessment at end of the module will comprise a total 50 MCQs, divided amongst four disciplines (Pharmacology, Pathology, Radiology, Quality and Patient Safety).
  - Minimum satisfactory score is 55%.
  - Students unable to achieve 55% on aggregate will be provided a second opportunity, with content related help available on VLE. Students unable to clear the 2nd attempt or unable to attend will be given assignments or expected to sit viva sessions with faculty of the identified discipline/'s. Reassessment will be scheduled as close to modules end, as conveniently possible, without clashing with other academic activities.

### **Assessment in other clinical clerkships**

- b) Ongoing assessment termed continuous assessment (CA) of students in clinical clerkships will be performed using the student continuous assessment form (SCAF). A minimum score of 55% is required in CA to be eligible to take the End of Clerkship test (EOC).
- c) In Ophthalmology and Otolaryngology, 70% of the individual clerkship score will be contributed by CA and 30% by End of Year OSCE.
- d) For Non-Certifying disciplines such as Family Medicine, Surgery and Internal Medicine, 70% of the clerkship score will be contributed by CA and 30% by the EOC test.

- e) If a student is unable to achieve 55% in the CA, s/he will repeat the entire clerkship during a scheduled regular clerkship and will be eligible to take the EOC test after satisfactorily completing the rotation.
- f) Successful completion of an End of Clerkship/ Course test requires a minimum of 55% score.
- g) If a student is unable to achieve 55% or more in the EOC test s/he will be required to do at least 50% remedial of the total clerkship, followed by the next scheduled EOC test.
- h) In case of failure in remedial rotation, a student will have to repeat the entire year. Such students will be asked to withdraw from the University if s/he does not have the maximum time allotted of 6.5 years for completing the MBBS programme.
- i) In Maternal and Neonatal Child Health (MNCH) rotation, the assessment strategy is as follows:
  - I. Continuous assessment: Modified SCAF form 70% of the rotation (35% from Ob/Gyn and 35% from Paediatrics)
  - II. Summative assessment: Short cases - 30% of the rotation (2 each of Ob/Gyn (15%) and Paediatrics (15%))
- j) A grand OSCE comprising of clinical scenarios from family medicine, internal medicine, surgery and communication skill is held at the end of third year. Students are required to pass 50% of history taking and 50% of physical examination stations in clerkship and year end OSCE. OSCE will comprise of an even number of History and examination stations.

## 5.2 End of Year 3 OSCE

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

## 5.3 End of Year 3 OSCE (Otolaryngology, Ophthalmology)

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

## 5.4 Forensic Medicine

Continuous Assessment will contribute 50% towards the final score. Forty % of this Continuous Assessment will be derived from Tests conducted throughout the year.



MBBS Part II certifying examination will contribute towards the remaining 50% score [see point 5.5 for eligibility criteria].

### **5.5 Eligibility Criteria for MBBS Part II Certifying Examination**

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

- a) A score of 55% is required in the Year End OSCE in Ophthalmology and Otolaryngology.
- b) If the individual clerkship score is less than 55% in a maximum of two disciplines, other than Ophthalmology and Otolaryngology, and the aggregate score is 55% or greater, the student may be allowed to take the MBBS Part II certifying examination and complete remedial work later.
- c) If the student scores less than 55% in more than two disciplines and requires cumulative clerkship remediation of greater than 8 weeks; this will render the student ineligible to attempt MBBS II certifying examination and he/she will require repeating the year.
- d) Achieve aggregate 55% in five out of seven Continuous Assessment Tests (CATs)
- e) Satisfactory completion of the mandatory longitudinal themes is required.

### **5.6 MBBS Part II Certifying Examination**

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

### **5.7 Re-sit MBBS Part II Certifying Examination**

- a) Students who fails the examination MBBS Part II, will be offered an opportunity to appear in the re-sit examination as a second attempt. Transcripts will mention the re-sit as a second attempt. Students will be asked to withdraw after failure in the second attempt.
- b) Students, who either were ineligible to take the examination or were not able to appear in the examination for a valid reason (refer to the Student's Handbook) will be offered an opportunity to appear in the re-sit examination as a first attempt.

To be eligible for prof resit as a first attempt student is required to complete remedial work and achieve the required aggregate i.e., 55%. In case the student fails to achieve the 55% of remediation s/he will be asked to repeat the year.

## **5.8 Failure in clerkships:**

- I. The student will write the relevant End of Clerkship examination after remediation with the next available End of Clerkship exam. If the student fails, the remedial s/he will not be promoted and will be required to repeat the clerkship and will write the examination with the next class

## **5.9 Promotion from Year 3 to Year 4**

Promotion to Year 4 requires passing in all Year 3 certifying examinations with an aggregate score of 55% or more.

- a) Promotion to Year 4 also requires satisfactory completion and performance in clinical clerkships, Longitudinal themes and year end OSCEs.

## Curricular and Examination Framework

### Year 4

- |  |          |
|--|----------|
| 1. Hospital Paediatrics<br><b>End of Clerkship Examination</b>   | 08 Weeks |
| 2. Obstetrics and Gynaecology<br><b>End of Clerkship Examination</b>   | 08 Weeks |
| 3. Anaesthesia<br><b>End of Clerkship Examination</b>  | 02 Weeks |
| 4. Selectives/ Electives   | 06 Weeks |
| 5. Psychiatry<br><b>End of Clerkship Examination</b>   | 04 Weeks |
| 6. Specialty Surgery (Ortho; Vascular; Plastic)<br><b>End of Clerkship Examination</b>                                 | 04 Weeks |
| 7. Speciality Medicine (Endo; Pulmo; Derma; Infectious Diseases & Microbiology)<br><b>End of Clerkship Examination</b> | 08 Weeks |

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

## 6.0

## Year 4 - Assessment Structure

### 6.1 Assessment in Year 4

6.1.1 Students will be assessed on an ongoing basis (Continuous Assessment) (CA) throughout the clerkships. A minimum score of 55% is required in CA to be eligible to take the End of Clerkship test (EOC).

6.1.2 Students are required to pass the CA and EOC examination in each rotation separately. CA contributes to 70% of clerkship score and EOT contributes to 30%

- a) If a student is unable to achieve 55% in the CA, s/he will repeat the entire clerkship during a scheduled regular clerkship and will be eligible to take the EOC test after satisfactorily completing the rotation.
- b) Successful completion of an (EOC) test requires a minimum score of 55% .
- c) If a student is unable to achieve 55% or more in the EOC test s/he will be required to do at least 50% remedial of the total clerkship, followed by retake EOC with the next scheduled test.
- d) Assessment strategy for Ob/Gyn, pediatrics and psychiatry is as follows:
- e) 50% of rotation scores from Ob/Gyn, Paediatrics and psychiatry will contribute to the Year 4 professional examination. The written end of year examination will contribute the other 50%.
- f) The assessment strategy for Medicine rotation is as follows:  
Break up of SCAF and end of exam (100%):
  - I. 70% SCAF (Average of Endocrinology, Pulmonology, Dermatology & Infectious Diseases/Microbiology)
  - II. 30% EOT Exam (Average of 2 Endocrinology, 2 Pulmonology, 2 Dermatology & 2 Infectious Diseases/Microbiology Cases)
- g) The assessment plan for Orthopaedics, Vascular and Plastic Surgery is as follows:
  - I. Continuous Assessment: The continuous assessment that will account for 70% of the final grade. It is the responsibility of each student to comply with the module schedule. One of the elements of successful completion of the module is proper attendance and punctuality.
    - Orthopedics: Student Continuous Assessment form (70% Weightage)
    - Vascular and Plastic Surgery Rotation: All academic sessions as well as clinics of Vascular and Plastic Surgery are mandatory to attend.
    - All absences must be approved by the discipline coordinator. Re-scheduling of the clinics will be done for students with approved absences and access to the recorded sessions will be provided.
    - Unapproved absences will not be accepted, and students will have to remediate for the specific rotation missed.
  - II. End of Clerkship Examination: 30%
    - Orthopedic, Vascular and Plastic Surgery Assessment
      - The end of clerkship exam will be held at the end of the rotation and will consist of a skill-based examination.

comprising of Orthopedics (history taking, physical examinations and radiographic Interpretation) Vascular Surgery (Hx/ Ex) and Plastic Surgery (Hx/Ex) skills If a student fails either Orthopaedics, plastics or vascular station, feedback will be provided to the student and if required, remediation session/s will be arranged.

<b>Specialty</b>	Skill Assessment Weightage 30%
<b>Vascular</b>	History/ Examination (one skill) 5%
<b>Plastic</b>	History/ Examination (one skill) 5%
<b>Orthopedics</b>	One History taking, two physical Examinations and X-Ray Interpretation Skill Station (2 X-rays). 20%

## 6.2 Eligibility Criteria for MBBS Part III Certifying Examination

- A score of 55% is required in the clerkship scores for Obstetrics and Gynecology, Pediatrics and Psychiatry.
- If a student scores less than 55% in a maximum of two disciplines other than Obstetrics and Gynaecology, Paediatrics and Psychiatry (non-professional exam rotations), and the aggregate score is 55% or greater, the student may be allowed to take the MBBS Part III certifying examination and complete remedial work later.
- If the student scores less than 55% in more than two disciplines and requires cumulative clerkship remediation of greater than 4 weeks; this, he/she will have to repeat the year.
- Satisfactory completion of the mandatory longitudinal themes and electives in Pakistan is required.

## 6.3 MBBS Part III Certifying Examination

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

## 6.4 Re-sit MBBS Part III Certifying Examination

- Students who either were ineligible to take the examination or were not able to appear in the examination for an acceptable reason (refer to the Student's Handbook) will be offered an opportunity to appear in the re-sit examination as a first attempt.

- b) Students, who fail the examination, will be offered an opportunity to appear in the re-sit examination as a second attempt. Transcripts will mention the re-sit as a second attempt. Students will be asked to withdraw after failure in the second attempt.

#### **6.5 Promotion from Year 4 to Year 5**

- a) Promotion to Year 5 requires passing in all (MBBS III) Year 4 certifying examinations.
- b) Promotion to Year 5 also requires satisfactory completion and performance in clinical clerkships; CHS research course, electives and Longitudinal Themes.
- c) Students are required to pass the MBBS III examination, with a minimum score of 55% in individual disciplines.

#### **6.6 Failure in clerkships:**

- a) Year 4 electives may be used for remediation up to 4 weeks;
- b) If Year 4 electives are not available, the student will be promoted provisionally to Year 5. Student will be required to start Year 5 in the Group C. The first 4 weeks of Year 5 elective will be used for remedials.
- c) The student will write the relevant End of Clerkship examination with the next available End of Clerkship exam. If the student fails, the remedial s/he will not be promoted and will be required to repeat the clerkship and will write the examination with the next class.
- d) Students who need remedial may use 4 weeks of the electives only ONCE in the year. For students who fail a clerkship after Year 5 electives are concluded; may use pre-professional examination leave for remediation.

- 6.7 Failure in certifying examination:** If a student fails the certifying examination s/he will write the certifying examination as a resit which will be the second and final attempt. A student who fails MBBS Part III examination in the first attempt will write the relevant examination as a re-sit examination as per dates provided by the curriculum office.

## Curricular and Examination Framework

### Year 5

- |   |          |
|---|----------|
| 1. Medicine                             | 11 Weeks |
| <b>End of Clerkship Examination</b>     |          |
| 2. Surgery                              | 11 Weeks |
| <b>End of Clerkship Examination</b>     |          |
| 3. Family Medicine + Emergency Medicine | 11 Weeks |
| <b>End of Clerkship Examination</b>     |          |
| 4. Electives + Online Pain Module       | 11 Weeks |

**ECOES Examination**  
**MBBS Part IV Certifying Examination**

## 7.0

## Year 5 – Assessment Structure

### 7.1 Assessment of Year 5

- a) Students will be assessed on an ongoing basis (Continuous Assessment) (CA) throughout the clerkships. A minimum score of 55% is required in CA in order to be eligible to take the End of Clerkship test (EOC).
- b) 70% of the clerkship score will be contributed by CA and 30% by the EOC test.
- c) If a student is unable to achieve 55% in the CA, s/he will repeat the entire clerkship during a scheduled regular clerkship and will be eligible to take the EOC test after satisfactorily completing the rotation.
- d) Successful completion of an (EOC) test requires a minimum score of 55% .
- e) If a student is unable to achieve 55% or more in the EOC test s/he will be required to do at least 50% remedial of the total clerkship, followed by retake EOC with the next scheduled test.
- f) Assessment Plan for Emergency Medicine rotation is as follows:
  - Continuous Assessment by the Faculty through Students Clerkship Assessment Form (SCAF),
  - End of term exam through Objective Structured Clinical Examination (OSCE). This includes stations on approach towards patients presenting in ER, history taking in an emergency, focus examination, and their plan for initial management.
  - Attendance (any student who is found to be absent in two or more shifts and/ or academic sessions will be deemed ineligible for exam until he/ she does remedial).
- g) Assessment Plan for pain module is as follows:
  - The online pain module must be satisfactorily completed by achieving 85% aggregate score in the mandatory quiz section.
  - The pain module must be completed within the time of elective rotation. Once enrolled, the students will have 21 days to finish the module.
  - Failure to complete the online pain module by the given deadline will result in “Unsatisfactory” marking on the transcript for the module.

### 7.2 Electives

- a) Satisfactory completion of Electives is mandatory.
- b) Performance during elective experience is assessed by the supervisors, who are approved by the Electives Committee.
- c) Electives can be taken anywhere in Pakistan or overseas at approved sites with approved supervisors. Adherence to outlined process of Electives application and timely approval by Electives office, including submission of evaluation forms, is mandatory. Students are required to submit the official approval of where they are going for electives before leaving.
- d) After the Electives, students are required to commence the next clerkship on schedule, failing which; students will be required to complete their clerkship according to the recommendations of the department.



- e) Students are expected to provide completed elective evaluations within 2 months of completion of their electives. Failure to do so may result in an unsatisfactory elective performance and declare the student ineligible for certifying examination.

### **7.3 Eligibility Criteria for MBBS Part IV Certifying Examination**

- a) A score of 55% is required in the EOC scores in Family Medicine, Surgery, Medicine, Emergency Medicine s and Electives & Online Pain Module.
- b) Satisfactory completion of electives rotation according to the approved criteria by the Electives Committee. Unsatisfactory performance will require remediation and satisfactory completion of these experiences.
- c) Satisfactory completion of the mandatory longitudinal themes is required. In case of unsatisfactory completion, a remedial assignment should be submitted to be eligible for the MBBS Part IV Prof examination.
- d) Students will be required to pass the exit OSCE (ECOES), which is an eligibility criterion for appearing in the MBBS Part IV professional examination. (Students can appear for ECOES after successfully passing Medicine, Surgery and Family Medicine clerkships in year 5). In the event of failure in ECOES after two on-the-spot remediation attempts during the exit OSCE, students will be asked to reappear in the re-sit exit OSCE.

### **7.4 MBBS Part IV Certifying Examination**

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

### **7.5 Re-sit MBBS Part IV Certifying Examination**

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

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

- a) Students must attain 50% score in written examination.
- b) Students are required to pass the MBBS IV examination, with a minimum score of 55% in individual disciplines and ECOES.

## Appendix L: Assessment of Professional Identity General Framework

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**Attributes of professionalism will be monitored across the clinical years and will be part of the Continuous assessment.**

1. The One45 system will be programmed to allow rapid identification of 'Major unprofessional behaviors' and 'Unsatisfactory' ratings. Algorithms ensure that the appropriate interventions, as detailed subsequently, are instituted.
2. **Observations of 'Major unprofessional behaviors' will be dealt with separately from the SCAF.** Infractions may require a range of interventions, from counseling to a Disciplinary Committee review. This will be monitored and managed by the Associate Dean UGME and Registrar.
3. Attributes of professionalism will **contribute 30%** to any SCAF recorded.
4. At the end of each clinical academic year, students that obtain 80% for the Professional Identity component of SCAF will be awarded 'Award for Professionalism for Year 3/4/5' to be conferred during the convocation.
5. At the end of the 5-year program, students who obtain a cumulative score greater than 80% (year 3,4, and 5) will receive the 'Award for Exemplary Professionalism', to be conferred at the convocation.

**ANY 'Unsatisfactory' rating on any SCAF will be identified and addressed. (Interventions detailed separately).**

6. If 'Unsatisfactory' scores relate to unexcused absence from clinic/wards/call etc, these exposures will be completed. This completion may be done after summative assessment. However, results of the assessment will not be available till the exposures have been completed satisfactorily.
7. The 'Unprofessional' ratings will be monitored over 2-year blocks of time. For example, over Year 3 and 4, or over Year 4 and 5. If a student has an 'Unsatisfactory' rating in Year 3 and one in Year 5, each will be considered separately and probably have no bearing on the permanent record. However, if there is one rating in Year 4 and one in Year 5, these will be considered as 2 infractions, and may impact the permanent record.

## PROFESSIONAL IDENTITY SECTION IN SCAF

	UNSATISFACTORY*		SATISFACTORY		
	1	2	3	4	5
<b>Clinical Responsibility (includes assessment of inpatients where relevant)</b>	Repeated unexcused absences from clinic or assigned patient rounds	Late for clinic or assigned patient rounds on > 2 occasions (excluding academic conflict)	Usually on time for clinics and rounds, with complete or partial assessment of assigned patients	Almost always on time for clinics and rounds, with assessment of assigned patients mostly completed	Always punctual, with assessment of assigned patients completed
<b>Inter-professional skills (including teamwork)</b>	Exhibits arrogance, hostility with team members  OR  Causes friction amongst team  OR  Disrespectful with members of the healthcare team	Minimal rapport with team members,  OR  Does not contribute to the team	Good rapport with team members,  AND  Behaves respectfully with all members of the healthcare team  AND  Contributes to the team if asked to	Excellent rapport with team members  AND  Contributes to the team most of the time	Establishes him/herself as an essential member of the team  AND  Always contributes to the team
<b>Patient/Professional interactions</b>	Disregards patients' autonomy and confidentiality  OR  Is disrespectful towards patients/family members	Often disregards patients' autonomy and confidentiality  OR  Often exhibits inappropriate behavior during patient interactions  OR  Often dresses inappropriately	Maintains patient confidentiality  AND  Appropriate behavior with patients and their families,  AND  Dresses appropriately	Usually attentive to the patient's needs  AND  Tries to engage patients in their care	Actively functions as a patient advocate  AND  Always involves patients in decision making and their care
<b>Academic/scholarly task completion</b>	Constantly fails to complete assigned tasks	Needs several reminders to complete the assigned tasks	Needs a few reminders to complete the task	Completes most assigned tasks within deadlines	Completes all tasks exceptionally well and contributes above and beyond expectations

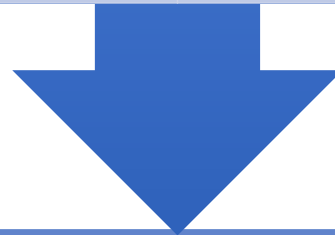
\* 'UNSATISFACTORY': (Details of Level 1, 2, & 3 interventions listed separately)

- **Year 3:**
  - o 1 SCAF with  $\geq 1$  'Unsatisfactory' score: The student cannot score >65% on **that SCAF**. *Level 1 intervention\**.
  - o 2 SCAs with  $\geq 1$  'Unsatisfactory' during the same sub-rotation (minimum 2-week duration): The student cannot score >65% on **that sub-rotation**. *Level 1 intervention\**
  - o 2 SCAs with  $\geq 1$  'Unsatisfactory' during **the same clerkship, or on different 2-week sub-rotations (where applicable)**: The student cannot score >65% on **that clerkship**. *Level 1 intervention\**
  - o  $\geq 2$  SCAs with  $\geq 1$  'Unsatisfactory' score during the academic year on **different clerkships** will require a *Level 2 intervention*. A *Level 3 intervention* can be initiated on the recommendation of the concerned Year Chair.
  
- **Year 4:**
  - o 1 SCAF with  $\geq 1$  'Unsatisfactory' score: The student cannot score >60% on **that SCAF**. *Level 1 intervention\**
  - o 2 SCAs with  $\geq 1$  'Unsatisfactory' during the same sub-rotation (minimum 2-week duration): The student cannot score >60% on **that sub-rotation**. *Level 1 intervention\**
  - o 2 SCAs with  $\geq 1$  'Unsatisfactory' during **the same clerkship, or on different 2-week sub-rotations (where applicable)**: The student cannot score >60% on **that clerkship**. *Level 1 intervention\**
  - o  $\geq 2$  SCAs with  $\geq 1$  'Unsatisfactory' score during the academic year on **different clerkships** will require a *Level 2 intervention*. A *Level 3 intervention* can be initiated on the recommendation of the concerned Year Chair.
  
- **Year 3 and 4 cumulative scores:**
  - o 2 'Unsatisfactory' (on different sub-rotations or clerkships) on the cumulative Year 3 & 4 SCAs, *Level 2 intervention\**. A *Level 3 intervention* can be initiated on the recommendation of the concerned Year Chair.
  - o  $\geq 3$  'Unsatisfactory' (on different sub-rotations or clerkships) on the cumulative Year 3 & 4 SCAs requires *Level 3 intervention\**
  
- **Year 5:**
  - o 1 SCAF with  $\geq 1$  'Unsatisfactory' score: The student cannot score >55% on **that SCAF**. *Level 1 intervention\**
  - o 2 SCAs with  $\geq 1$  'Unsatisfactory' during the same sub-rotation (minimum 2-week duration): The student cannot score >55% on **that sub-rotation**. *Level 1 intervention\**
  - o 2 SCAs with  $\geq 1$  'Unsatisfactory' during **the same clerkship, or on different 2-week sub-rotations (where applicable)**: The student cannot score >55% on **that clerkship**. *Level 1 intervention\**
  - o  $\geq 2$  SCAs with  $\geq 1$  'Unsatisfactory' score during the academic year on **different clerkships** will require a *Level 2 intervention*. A *Level 3 intervention* can be initiated on the recommendation of the concerned Year Chair.
  
- **Year 4 and 5 cumulative scores:**
  - o 2 'Unsatisfactory' (on different sub-rotations or clerkships) on the cumulative Year 4 & 5 SCAs, *Level 2 intervention\**. A *Level 3 intervention* can be initiated on the recommendation of the concerned Year Chair.
  - o  $\geq 3$  'Unsatisfactory' (on different sub-rotations or clerkships) on the cumulative Year 4 & 5 SCAs requires *Level 3 intervention\**

## ***Level 1 Intervention***

Counseling by Clerkship coordinator

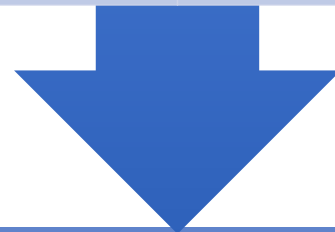
Documentation of counseling conversation. May lead to an intervention plan.



## ***Level 2 Intervention***

Counseling by Year Chair

Documentation of counseling conversation. Will result in an intervention plan. May be considered for inclusion in the permanent student record.



## ***Level 3 Intervention***

Counseling by Assoc Dean UGME or proxy

Documentation of counseling conversation. Will result in an intensive intervention plan. Strongly considered for inclusion in the permanent student record.

## Appendix M: Policy for Students with Special Needs

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The Aga Khan University prides itself on its policy of non-discrimination on the basis of gender, sect or religion. This policy extends to our student admissions as well. Students with special needs (physical or psychological disability) are welcome to apply and each application will be considered against our standard academic criteria. However we also take into consideration limitations in accordance to the standards of Professional Competence, care and conduct as outlined by The Pakistan Medical and Dental Council regulations.

It is advised that applicants with disabilities review and understand these regulations to assess their own abilities before applying.

All applicants are advised to declare a history of mental or physical ill health at the time of applying. Such cases will then be reviewed on an individual basis to assess special needs and provide accommodation for those needs so long as fitness to practice is ascertained. The Curriculum office, the Registrar's office and Student Health will be involved in assessment, review and providing any accommodation to such students. Evaluations will be made by the student psychologist as deemed necessary. All student information will be kept strictly confidential.

The Curriculum office at the Aga Khan University with the support of the registrars' office will review students' general progress regularly and will discuss and devise with them any special requirements related to their disability or condition.

### **Disability Accommodations for Year 1 and 2 Medical Students**

Students will meet with the designated person at the registrar's office at the beginning of the academic year to accommodate their special requirements. These requirements may then be assessed periodically through the year as deemed medically necessary. After appropriate assessments letters will be mailed to the academic year chair and module chairs to ensure necessary accommodation of the student's needs.

### **Disability Accommodations for Medical Students in Clinical years**

Students will meet with the designated person at the registrar's office at least four weeks prior to the beginning of the clinical year to allow accommodation of their special requirements. Letters will be mailed to the Clinical year chair and clerkship coordinator to ensure necessary accommodation of the student's needs.

As with the pre-clinical year students these requirements may then be assessed periodically through the year as deemed medically necessary.

The Student is also responsible for informing the registrar's office at least one week before the examination date in order to make necessary accommodations.

### **Student Responsibility:**

The Student will be responsible for contacting the year chair and module chair at the start of every module/clerkship to ensure proper communication and accommodation. This will include any examination needs of the student as well for which the student needs to inform the registrar's office at least one week before the examination date in order to make necessary accommodations.

## **Part II: Responsibilities of Faculty and Administration**

All involved faculty, administrative staff, student health and psychologists must ensure complete confidentiality of student information. Students will be informed when the need to share the special requirements is needed and whom it is shared with.

In addition faculty members and administration need to ensure ongoing support to facilitate student learning. Furthermore, Faculty Members must ensure that assessment covers all aspects of knowledge, skills and attitudes required for completing module/clerkship objectives.

### **Temporary Disability:**

In cases of temporary disability, in cases of injury, illness the same process of accommodation, confidentiality and module/clerkship requirements will be followed. The student will be responsible for providing complete documentation of limits and duration of disability as given by his treating physician. In case of treatment outside of AKU, the student will have to meet with student health for confirmation and need for referrals as deemed necessary.

## Contact Details

1. **Office of the Registrar**

Aga Khan University  
Medical College - Undergraduate Programme  
P.O. Box 3500, Stadium Road,  
Karachi 74800, Pakistan  
Tel: +92 21 3493 0051  
Fax: + 92 21 3493 4294  
Email: [student.records@aku.edu](mailto:student.records@aku.edu)

2. **Office of UGME**

Aga Khan University  
Medical College  
P.O. Box 3500, Stadium Road,  
Karachi 74800, Pakistan  
Email: [associatedean.ugme@aku.edu](mailto:associatedean.ugme@aku.edu)  
[ugme.office@aku.edu](mailto:ugme.office@aku.edu)

3. **Office of Dean**

Aga Khan University  
Medical College  
P.O. Box 3500, Stadium Road,  
Karachi 74800, Pakistan  
Email: [dean.mc@aku.edu](mailto:dean.mc@aku.edu)



