

ELECTIVE CLINICAL PLACEMENT
APPLICATION FORM FOR EXTERNAL STUDENTS



**Shifa College of
Medicine**
Pitras Bukhari Road, H-8/4,
Islamabad

Application No: SCM / /2017
Graduation Year: _____
Date of Application: _____
Applying for the month of: _____

Please paste one
passport size
photograph here and
attach two 1*1
photograph

TO BE COMPLETED BY APPLICANT:

Name: _____ Father's Name: _____
Postal Address: _____

Email: _____ Mobile: _____
NIC #: _____ Year: **Third / Fourth / Final**
Department: _____ (Ist Choice) _____ (2nd Choice) _____ (3rd Choice)
Start Date: _____ (Day/Month/Year) End Date: _____ (Day/Month/Year) **4 weeks / 8 weeks**
Note: Minimum 4 weeks in each department are mandatory and a student can do maximum 8 weeks in a year.

TO BE COMPLETED BY APPLICANT'S SCHOOL:

This is to certify that the above named student is in good standing and is authorized to take this elective at Shifa College of Medicine. The student **(WILL) (WILL NOT)** require a written evaluation at the conclusion of this elective. During the period of proposed elective student will be in ___year of MBBS programme. His/Her expected date of graduation is _____(month and year).

Signature of School Official: _____ Name & Title of School Official: _____

Parent Institution: _____ Mailing Address: _____

Email: _____

Phone Number: _____ **Please Affix School Seal**

Documents (to be attached):

1. A letter of recommendation from the principal of the parent institution.
2. Three pictures (one passport size and two size of 1*1)
3. Medical Fitness Certificate from a Registered Medical Practitioner
4. Attach proof of the following:
 - Hepatitis B Surface Antigen
 - HCV Antibody
 - Hepatitis B Surface Antibody
5. A complete record of Hepatitis B vaccination if Hepatitis B Surface Antibody is non-reactive

TO BE COMPLETED BY ELECTIVE APPROVED DEPARTMENT:

Application Received Date: _____ (Day/Month/Year)	Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>
Fee Category: Local <input type="checkbox"/> Foreign <input type="checkbox"/>	Recommendation Letter: Yes / No
Mode of Payment: Cash (Receipt Number): _____	Draft Number: _____
Approved Department: _____	Preceptor Name: _____
Approved by Preceptor: _____	Approved by Advisor Student Affairs: _____

- ✓ Students need to apply to the Office of Student Affairs (Electives), at least 4 weeks in advance specifying time frame of the electives (**at least 8 weeks before for summer electives**). Students in third, fourth and fifth year of MBBS can be considered. Other cases may also be entertained at SCM's discretion.
- ✓ Only students who belong to an accredited WHO and PMDC recognized institute with a minimum of two years of clinical exposure will be entertained. An official letter from the parent institute will be required for eligibility. Preference will be given to students from the institute that has a reciprocal arrangement with Shifa College of Medicine.
- ✓ Shifa College of Medicine will not be responsible for providing or arranging boarding facilities to elective students. Students would be responsible for their own food and medical coverage.
- ✓ Students on elective at Shifa College/Hospital would be required to wear a white coat and display the College ID card at all times to identify them as a "visiting student". Without a card, the security personnel could challenge and stop you from entering the premises, or any part of the premises. Please obtain a card from the Student Affairs Office on arrival.
- ✓ Students will follow all the rules and regulations of Shifa College of Medicine and Shifa International Hospital specially the dress code. Although every effort would be made to make the elective an enjoyable experience, the Shifa College of Medicine and Shifa International Hospital would not be held liable for any mishap, experience and events that may directly or indirectly, physically or emotionally harm the "candidate" on or off the college or hospital premises during the course of the elective.
- ✓ The electives will be evaluated through the students elective log book which will be generic and will include expectations and outcomes. Student activity will be countersigned by the supervisor. Please obtain an elective log book from the Student Affairs Office on arrival.
- ✓ Please report to the Student Affairs Office on arrival and at the end of the elective.
- ✓ Application fee would be charged from external students which is:
Rs: 5000 for local student (4 weeks registration)
US\$: 200 for International student (4 weeks registration)
On approval, payment can only be made by sending a bank draft, payable to Shifa Tameer-e-Millat University.
- ✓ External Student will be entertained on first come first serve basis. Preference will be given to Shifa Students if the time of electives of internal and external students is overlapping.

Declaration of Intent:

I have read the rules and regulations and agree to comply with these. Failure to do so, as determined by the Elective Committee /Administration may result in immediate cancellation of my elective and a failed grade.

Signature of candidate: _____

Date: _____