

Student HANDBOOK



أَفَلَا تَتَفَكَّرُونَ

Would you not reflect?

الَّذِينَ يَذْكُرُونَ اللَّهَ قِيَامًا وَقُعُودًا
وَعَلَى جُنُوبِهِمْ يَتَفَكَّرُونَ فِي
خَلْقِ السَّمَاوَاتِ وَالْأَرْضِ رَبُّنَا
مَا خَلَقَ هَذَا بَاطِلًا

*Those who remember Allah standing, sitting, and laying down on their sides, and **think deeply** about the creation of the heavens and the earth, (saying) our Lord, You have not created this without purpose.*

(Surah Al-Imran, Verse 191)

To Students!

Shifa College of Medicine is now your alma mater – It will be what you together with the faculty and its promoters will shape it to be. The intents have been made clear in its mission, policies, and codes. The crucial thing is their implementation. Hopefully, the promoters and faculty/staff set the standards and offer role models; your contribution is requested in imbibing, inculcating and fulfilling the expectations and requirements embodied in the mission, policies and codes with reference to students. It may sound a tall order – nevertheless, it is achievable. You have the potential to do it.

Please do not forget that you have joined a noble profession. For whatever service you provide to a patient, there is a great reward as Allah (SWT) has mentioned in the Holy Quran: ***"If anyone saved a life, it would be as if he has saved the life of all mankind."***(Surah Al-Maidah, verse 32) and the Prophet (PBUH) mentioned in his saying: ***"If one relieves a Muslim of his troubles, Allah will relieve his troubles on the Day of Resurrection."*** (Sahih Al-Bukhari & Muslim)

However there is a condition for such a reward. It all depends upon your intention i.e. why you want to join this profession. If it is for noble reasons, then you are lucky as the Prophet (PBUH) said: ***"The reward of deeds depends upon the intentions and every person will get the reward according to what he has intended."*** (Sahih Al-Bukhari & Muslim)

Make an honest beginning with determination – The sky is the limit.

Dr. Aamer Nazir Ahmad

Advisor, Student Affairs

Mission Statement

To graduate physicians for the twenty first century who abide by the rigor of scientific discipline and are altruistic, humane, knowledgeable, skillful and dutiful to their profession and the society at large.

Please Note

This handbook is provided to students for their general guidance only. It does not constitute a contract: either expressed or implied and is subject to change at the University discretion. If there are any inconsistencies between this handbook and policies established and announced by the faculty and management, the latest faculty policies will govern.

Students are required to collect their copy from the Student Affairs Office and review the contents carefully. “**I don’t know**” or “**I didn’t know**” attitude will be counterproductive. Students are advised, in their own interest, to read, understand and follow college policies and procedures. Furthermore, they should keep their eyes and ears open to get hold of the latest revision as and when announced.

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Whilst every effort has been made to ensure the accuracy of the information provided in this booklet, the college reserves the right to alter, without notice, any of the contents published herein or otherwise advertised

Departments

Introduction

Welcome to Shifa College of Medicine and Shifa Community! This guide will help acclimatize you with the premises and introduce you to the regulations governing it, and as an extension you. Please go over the guide and familiarize yourself with the policies that are in place to enhance your learning experience during your stay. Remember the curriculum at Shifa is **learner centered**; the onus of learning being on you, the student.

Department of Student Affairs

(Focal person: Ms. Nadia Khalid, Manager Student Affairs. Phone: 8493014)

The Department of Student Affairs is your contact from the time of admission to the Shifa College of Medicine to the time after graduation as **alumni** of the college. This office is intended to serve as your advisor, friend, record keeper, supporter and information resource. Student Affairs Office manages the following processes:

Admissions

Student Registration with University &PM&DC

Communication with Students & Parents

Guidance and Counseling

Health care

Reference letters

Student-Faculty Liaison

Students' Extra Curricular Activities through Student Committees

Students' Records

University liaison for students

Graduation

Student Facilities and Alumni Affairs

Department of Health Professions Education

(Focal person: Ms. Sobia Parveen, In charge, DHPE. Phone: 8493006)

Located in the basement floor, the Department of Health Professions Education oversees the evolution and implementation of the

curriculum. You, as student will interact with the department for academic advice, concerns regarding the curriculum, assessments and evaluations. The DHPE will provide and validate your learner and clerkship portfolios.

Basic Health Sciences Administration

(Focal person: Mr. Usman Saeed, Coordinator Basic Health Sciences. Phone: 8493003)

Located on the ground floor, the basic health sciences administration will be your liaison for all your academic concerns for the first three years. The administrative staff will maintain your attendance and assessment performance records. They will also generate and distribute module schedules.

Clinical Health Sciences Administration

(Focal person: Mr. Bashir, In charge, Clinical Health Sciences. Extension 8463400)

Located in the Shifa International hospital premises, right next to the Falahi Foundation, the clinical health sciences administration will be for your clinical years. The administrative staff will maintain your attendance and assessment performance records.

Examinations Department

(Focal person: Mr. Babar Tanveer Baig, Examinations Assistant. Phone: 8493008)

Located opposite the Department of Student Affairs; your assessment results and registration for university examinations will be catered by the examinations department. Your module and Clerkship results, yearly summaries and internal assessment will be emailed to you directly by this department.

The student can collect their original transcripts after the declaration of the results of each professional examination from the Examination Office.

Library & associated services

(Focal person: Mr. Muhammad Javed, Chief Librarian. Phone: 8493034)

The library provides an extensive collection of printed as well as electronic books for reference as well as subscription. The library also offers internet connectivity for accessing online resources of learning and education. All students must register with the library for availing its services. Photocopying facility (on cost) is available just outside the library.

Shifa Clinical Skills and Informatics Laboratory

(Focal person: Mr. Taufiq Shafiq, Lab Technologist. Phone: 8493015)

The SCILab is designed for teaching and assessing learners at all levels of undergraduate curriculum. Learning is facilitated and enhanced with the help of cutting edge technology tools, manikins, models and simulations. You will spend time in the lab during your module and clerkships.

Information Technology (IT) Department

(Focal person: Mr.Omar Aftab, Head of IT Department. Phone: 8493060)

For all your computer and Audio/Visual related needs (in labs and lecture rooms) the IT department is located on third floor. They will also assist you in provision of relevant course material whenever required.

Facilities and Services

Student Counseling

Medical college has its own unique culture and style which at times can be over-whelming for students. Coming to grips with multiple challenges; a new environment, different learning techniques and a totally new style of curriculum and curricular content can be daunting for even the most seasoned.

Shifa College of Medicine has a group of trained student counselors whose services would be available to any student desirous of discussing his/her social, psychological and emotional problems. Their confidentiality will be maintained and counselors will try to help the students cope with their different issues. The list of counselors is as follows:

S.#	Name	Designation / Department	Email Address
1	Prof. Dr. Zahid Naeem	HOD, Community Medicine	Zahid.scm@stmu.edu.pk
2	Prof. Dr. Tahir Iqbal	HOD, Medicine	tahiriqbal.scm@stmu.edu.pk
3	Prof. Dr. Gulshan Ara Saeed	Prof of Gyne / Obs	gulshan.scm@stmu.edu.pk
4	Prof. Dr. Iftikhar Un-Nissa	HOD, Clinical Psychology	hod.dcp@stmu.edu.pk
5	Dr. Arshad Javed	Assistant Prof. Anatomy	arshad.scm@stmu.edu.pk
6	Dr. Khurram Irshad Qureshi	Associate Prof. Physiology	khurram.scm@stmu.edu.pk
7	Dr. Fahad Azam	Assistant Prof Pharmacology	fahad.scm@stmu.edu.pk
8	Dr. Sehar Ashraf	Assistant Prof. Med Psychiatry	sehar.scm@stmu.edu.pk
9	Dr. Ehsan Ul Haq	Senior Lecturer Family Medicine	ehsan.scm@stmu.edu.pk
10	Ms. Nadia Khalid	Manager Student Affairs	nadia_khalid.scm@stmu.edu.pk

If you ever feel that you need help you should contact the student affairs office (051-8493014).

Dress Code

Prescribed Dress Code (see page No. 41), a clean white coat will be worn at all times on top of **MODEST**, clean and tidy clothes.

Student Identity Cards

Students are required to wear the College Identity Card at all times while on campus. Security staff has standing instructions to check or ask for ID Cards. That inquiry must be complied with. Confrontation with security personnel will call for disciplinary action. Application forms to get ID cards can be obtained from Student Affairs Office.

The forms should be filled and returned with a photograph (1" x 1"). Please check the availability of your card in one-week' time after submitting the form. Identity Cards will be provided once in the whole five-year course. Student will have to pay Rs.250.00 for a replacement.

University Roll Numbers for Professional Examinations

All Professional Examinations are conducted by the University. Students would be allowed into a Professional Examinations only on the production of a "Roll Number" card issued by the University. This card is issued on submission of "Examination Registration Form" (available with Examination Office at the time of announcement of the Date Sheet for the said examination) together with the "examination fee". Students must be aware of the fact that without the card they cannot enter the examination. They must apply for registration when notified, collect the "roll number slip" before the examination and produce it at the examination hall.

Student Lockers

Allotment for student lockers is made by the Administration Office (8493005). Students should use their own locks to secure the contents of their lockers.

Lost and Found

College accepts no responsibility for damage, loss or destruction of personal properties. However, cases of lost and found could be reported to the Student Affairs Office in writing.

Transportation Facilities

College Transport serves only the female hostellites. Pickup is $\frac{1}{2}$ hour before the starting time of the first lecture and departure from the

college is at the close of the day. In case of emergency please contact Administration Office (8493005).

Prayer Facility

The prayer area is available in the College premises for male and female separately.

Hostel Privileges

Hostels are maintained by the College to provide a safe and congenial home environment. For that, the hostel is run on non-profit basis. Resident students are invited to participate in the internal management of the hostel so that they can make it as homely as possible. However, it is also the responsibility of the College to ensure that the discipline, image, internal management of the hostel and peace of mind of the students are maintained at an acceptable level. The following faculty members are part of the hostel management committee:

1	Prof. Saeed Shafi (Prof & Section Head Anatomy)	Chairman Hostel Committee
2	Dr. Khurram Qureshi (Associate Professor Phisiology)	Warden Boy's Hostel
3	Dr. Saima Pervez (Prof. Section Head Family Medicine)	Warden Girl's Hostel

If there are breaches to disturb that balance, the College will move fast to take necessary measures. This may involve disciplinary action and even removal of students from hostel/college at short notice. In general, however, the College would like to make it known to all students and parents that providing hostel facility is a privilege extended to students and should not be considered as a right. The College can refuse admission into the hostel or ask anyone to withdraw from the hostel any time, without assigning any reason by exercising its discretionary powers.

College Tuck Shop

The College Tuck Shop provide services to students on subsidized rates. It operates on “self-service” basis. It is expected from students to clear the table after eating. Used paper cups and plates should be dumped in the dust bins provided.

Photocopying Service

Service is available near the library on cash payment.

Airline / Railway Concession Forms

These forms can be attested from the Student Affairs Office but demand for “on the spot service” should be avoided. Students are advised to submit forms a day or two earlier.

Reference Letters

Requests for Reference Letters (for electives etc.) should be made at least 2 days in advance. For “certificates” of bonafide or special purposes, students should discuss the matter with the Student Affairs Office before making an application.

No Smoking Alert

The entire building complex of the College and Hospital including wash rooms and student lounges have been declared “**No Smoking**” zone. Students are expected to respect it.

Mobile Phone Policy

Use of mobile phones by students is strictly prohibited on Campus. All mobile phones used in these areas will be confiscated and the offender may be subjected to disciplinary action.

Grievances and Gender Conflict Committee

This committee will address grievances of the students and will take appropriate action to address their grievances.

Student Committees for Extra-Curricular Activities

Students elect their representatives to serve on various committees like the Sports Committee, Literary and Debating Committee, Helping Hand Committee, Committee for Promotion of Art Forms and SCM Student Curriculum Committee. Advisor details are as follows:

Name of Committees	Faculty Advisor
Literary and Debating Committee	Dr. Ashraf Hussain
Committee for Promotion of Arts and Culture	Dr. Nabia Tariq
Sports Committee	Dr. Fahad Azam
Shifa Students Society Liaison Committee	Dr. Zahid Naeem
Student's Curriculum Committee	Dr. Riffat Shafi

Committees can always co-opt more members with consensus. Each committee has a faculty Advisor to help and advice. Students will have to approach him or her for guidance and help in the first instance. All students' activities are coordinated through Student Affairs Office. Students with failures in examinations immediately preceding the elections are not allowed to contest elections in their own interest.

Confidentiality of Student's Records

Students' personal particulars and academic data are held in confidence with the Student Affairs Office. No one, other than students and parents, has access to that. Friends and well-wishers of the family or telephone callers will not be entertained and no information would be made available to them. Parents and students are, therefore, respectfully reminded not to use these channels for raising inquiries with the Student Affairs or Admission Office, on matters pertaining to individual students.

Mailing Addresses

IT IS CRITICAL TO CONTINUOUSLY UPDATE YOUR CONTACT INFORMATION. Important communications, and other urgent matters relevant to students, are mailed to parents on the address indicated on their application forms. Both students and parents are requested

to keep their mailing address, phone contacts, and email address updated with the Student Affairs Office.

College Leaving Clearance

Students leaving the college, prematurely or after graduation, are required to obtain a “CLEARANCE CERTIFICATE” from the college before the release of their transcripts and security. A form is available from the Student Affairs Office. It has to be rotated through all the departments and library and can take time. The completed certificate should be returned to Student Affairs Office for issuance of a College Leaving Certificate.

College Calendar

Academic Calendar: The summarized recording of module dates, examination dates, breaks and vacations are shown in the academic calendar for all 5 classes. Weekly time tables that are circulated to students each week (Friday) are based on this calendar. Copies of weekly timetable can be collected from the respective coordinator. Changes, if any, would be notified on the College Notice Boards. Schedules of clinical rotations and clerkships are posted on each notice board. The College currently operates on 36 weeks of ‘modular instruction’ per year schedules.

Health Care

- a) **Hospital Registration:** All students must be “registered” with the Shifa International Hospital during the first week of admission or soon thereafter and obtain a registration number.
- b) **Medical checkup and immunization:** We make sure that medical checkup and immunization of all students must be done before the direct interaction with patient.
- c) **What to do for health emergencies:** For any health emergency student should proceed to ER (EMERGENCY ROOM).

- d)** Students and parents are reminded that they must clear all bills for services availed at the Shifa International Hospital.

Solicitation of Funds

No student of Shifa College of Medicine may collect donations for any “**DESERVING**” patient or other charity works without written authorization from the Dean/Principal.

Financial Information

Fee Payments:

- a) The College may revise upward every year the rate of fees to cover increased costs and inflation.
- b) Tuition fee and hostel charges have to be paid lump sum each year by December 1st for that academic year for all the classes.
- c) The University Professional Examination fee would be charged for each academic year.
- d) No results and college leaving certificate will be issued without clearance of college dues.
- e) The hostel charges once paid are non-refundable.
- f) Once the student is considered eligible on academic performance, clearance of college dues is pre requisite to appear in the professional examination.
- g) Fee concession for students repeating a year will be according to PM&DC.
- h) Late Fee: Rs. 200.00 would be charged per day in case of non-payment of college dues up to 45 days after the fee due date.

If the college fee is not paid up to 45 days after the fee due date, students name would be removed from the college roll and the student will have to deposit the admission fee to get readmitted.

Payment of Fee and Charges in Installments: No more than 10% of the students of a batch shall be allowed to pay their fee and charges in installments for a regular academic session. The installment applications shall be evaluated strictly on need-cum-merit basis.

Refund Policy: Refunds shall be ascertained as per PM&DC regulations.

Financial Assistance:

- a) A student would be eligible for only one financial award, in one category, at any time (the prize award is not included in this category).
- b) 20% waiver will be granted in the tuition fee for the second and onward siblings of the current/bona fide student.
- c) 20% waiver will be granted in the tuition fee for the children of the current full time employees of the University and its teaching hospital (Shifa International Hospitals Ltd).
- d) 20% fee waiver will be granted in the tuition fee to the spouse of current/bona fide full-time employee of the University. This waiver to the spouse enrolled in the University program shall be applicable till the employment status of the employee is current/ bona fide.
- e) 25% waiver will be granted in the tuition fee for a student whose father/legal guardian has died during the course of study of the program in which the student is enrolled at that time.
- f) In some special cases committee will be authorized to decide and grant the financial aid.

Awards & Honors

Policy for Academic Awards and Citation of Excellence

The College is managed on a “non-for-profit” philosophy. Consequently, in its formative years, it will not be possible to offer significant financial help to needy students but as the sponsorships for student’s assistance build up, limited financial help may become available in future. However, the College will continue to encourage and promote academic excellence amongst its students through merit scholarships and awards.

1. Objective:

The objective of any form of citation, certificate, award or reward, for academic or co-curricular achievement is to:

- (a) Recognize a distinction or performance of un-usual measure to encourage the individual student concerned, and
- (b) Promote excellence in creativity, innovation and inquiry amongst students.

2. Forms of Citations

The forms of awards could include, a citation, a monetary award or scholarship or both, a shield, set of books or the college color, all accompanied by a certificate.

3. Who is Eligible for Citation?

- (a) Any student or group of students could apply to the Dean/Principal for citation, certificate or award stating the distinction or outstanding achievement (with supporting data and evidence).
- (b) A faculty member could also send a recommendation to the Dean/Principal about a student on similar lines.
- (c) The college could hold competitions and award citations for different achievements to those who excel.

Examples:

1. Citation of Excellence for Creativity, Innovation awarded to students for preparing an original model demonstrating the circulatory system etc...
2. Citation of Excellence, for example, outstanding performance in Tennis – declared the Tennis Champion of the year.

Citation plus college color or shield etc.

4. Who adjudicates Citations?

The committee of Dean/Principal, Advisor, Student Affairs and Chairmen of Basic and Clinical Sciences would adjudicate and approve citations, certificates etc and cash awards.

5. Merit Award & Scholarships

In line with its philosophy of promoting quality and recognizing merit, the College has instituted Merit Awards and Scholarship. For Students on Board, the awards are based on their performance in Annual Professional Examinations.

6. Prize Money:

The prize money will be awarded on securing at least 80% aggregate in the annual professional examinations in any year. The amount of prize money shall be calculated on the regular tuition fee of the same year in which the position is determined and shall be distributed as follows:

- a) First Position = 15%
- b) Second Position = 10%
- c) Third Position = 5%

Note: Prize money will be awarded formally. These cannot be claimed by the students from the Finance Office.

7. Gold and Silver Medal (on aggregate basis):

➤ Gold Medal:

Will be awarded to the best graduate who secured **highest marks** in aggregate in annual professional examinations during the period of 5 years (cumulative).

➤ Silver Medal:

Will be awarded to the graduate who secured **second highest marks** in aggregate in annual professional examinations during the period of 5 years (cumulative).

8. Ibn Sena Gold Medal:

This is an exclusive award of high distinction and is awarded to the top student, amongst those who score at least 80% in each Annual Professional Examination over the 5 year period. It is a gold medal accompanied by an appropriate citation. It is named after the famous Muslim physician and philosopher Bu Ali Sena or Ibn Sena (known as Avicenna in the West). The Shifa College of Medicine Ibn Sena Gold Medal will be awarded on the day of the convocation.

9. Gold Medals (on yearly basis):

Medals	Eligibility
Dr. Mohammad Amin Gold Medal	Will be awarded to the first position holder in First Professional Examination.
Dr. Masoom Yaseen Zai Gold Medal	Will be awarded to the first position holder in Second Professional Examination.
Dr. Zaheer Ahmad Gold Medal	Will be awarded to the first position holder in Third Professional Examination.
Dr. Nazir Ahmed Gold Medal	Will be awarded to the first position holder in Fourth Professional Examination.
Dr. Sayyed Tauqir A. Shah	Will be awarded to the first position holder in Final Professional Examination.

10. Distinctions:

Students securing 80.0% or over in individual discipline (theory & practical) in an annual examination will receive “**DISTINCTION**” in that discipline in that particular examination. All distinction holders will be awarded:

- A citation naming the examination, the discipline, and the score.

11. Merit Citations and Awards:

Additionally, Merit Citations and Awards would be given for Excellence in co-curricular activities.

12. Student Research Award Policy

a. Objective:

In order to inculcate the habit of research and to produce doctors who will practice Evidence Based Medicine, the Department of Research will give a **Dr. Syed Qamar Alam Research Award** to a student from the graduating class.

b. Procedure:

The department will receive applications for this award at least three months before graduation.

The application should include four copies of published papers, upon which the student is basing his application as well as the approval letter from the Ethics Committee/ Institutional Review Board (EC/IRB).

c. Who is Eligible for Citation?

In order to qualify for the award, the student must:

Have published or in the process of publication three research papers in five years of college life, in good quality peer reviewed journals accepted by the faculty.

One of these papers has to be a first author publication of the applicant.

The research conducted by the student must have approval of the Shifa College of Medicine/Shifa International Hospital, Ethics Committee/Institution Review Board, or a properly constituted Institutional Review Board of the host institution.

College Policies & Procedures

Electives In Shifa

Introduction:

Welcome to Shifa College of Medicine Electives Program. The program focuses on your participation and observation of medical & surgical practices, as well as helping you to develop & enhance your personal skills, creativity and methodology. Electives also helps build bridges, friendship with the host institution and its community.

Irrespective of your affiliation (Shifa College of Medicine or otherwise), you as a student, are an ambassador of your alma mater. Your actions will reflect upon your parent institution. Just like a diplomat you should endeavor to put the best foot forward, think twice before speaking and have a very professional outlook. That does not mean that you are not allowed to smile! On the contrary a pleasant persona is the quintessential ingredient of being professional.

Eligibility for the Electives Program:

The College offers its students a total of 8 weeks for electives; 4 weeks after completing 4th year and 4 weeks after completing final year. This period is reserved for clinical electives. The elective program is an integrated part of your curriculum (as well as the academic calendar) and as such must be completed.

Your transcript will mention that you have not successfully completed the electives program.

Electives during Summer Break:

Students in earlier years (First, second and third year) are encouraged to utilize their summer vacation for research and observer ship.

Opportunities for Electives:

Electives are organized by student themselves either within the Shifa system, local institutions or institutions outside Pakistan. Shifa does not ‘weigh’ international electives higher than ‘local’ electives. However as one of the major goals of electives is ‘personal development’ the students are encouraged to look for electives that

help meet this goal. There are no ‘set’ places to do your electives; any institution that allows electives are open to you.

VSLO (Visiting Student Learning Opportunities):

Shifa College of Medicine is now in the list of registered institute of VSLO. Students who are aiming for an elective in an international institution are encouraged to apply through VSLO application service. The VSLO program helps medical and public health students connect with institutions offering short-term elective opportunities that can enhance their medical education. These elective opportunities include observerships, summer research programs, clinical opportunities, away rotations, away electives, clinical rotations and visiting opportunities.

Note: Each student will pay Rs. 5000 to the College for the each calendar year.

Student Elective Policy for Internal Students

Applying for Electives

The process of applying for an elective starts at the ‘Student Affairs Office’; you can get information and requisite documentation.

Students who are aiming for an elective in an international institution are encouraged to apply as early as the program allows. Most places have a limited number of seats which fill up very quickly. Generally plan your electives one year head and keep a tab on the institution’s website for important dates and other relevant information. International institutions will in all likelihood also ask for insurance from an underwriter based in that country or state. The cost of insurance varies from place to place; you should factor in this when planning your elective.

Many local institutions also offer electives and have information on their websites. The student is responsible for all financial charges that an institution might apply for an elective program (whether local or international).

Electives in Shifa:

If you plan to do your electives at Shifa you must apply 4 weeks in advance via the Student Affairs Office.

How will the College Help?

The student affairs office will help you by providing necessary documentation (reference etc). However please apply for these in advance on prescribed forms so that they can be made available to you in time. It usually takes 3 working days to process an application for letters of reference and other documentation.

What is Students' Responsibility?

- 1.** All students must follow the instructions provided to them from their host institution. Remember your actions are not only your own but also that of your institution. If you do well, your institution's standing would flourish!
- 2.** Do not forget to collect your electives log book from the Student Affairs Office! It is essential that you keep a log of your elective activities countersigned by your electives supervisor or their designate. Many institutions might have their own activities log; if they do you can bring a copy of those in lieu of the official college elective log book. **However, all students must submit a completed evaluations form that is included in the log book. Your evaluation will be entered in your transcript.**
- 3.** All students, doing electives outside Shifa, must inform the Student Affairs Office (either electronically via email: studentaffairs.scm@stmu.edu.pk or hardcopy in office). The name & contact of their supervisor, specialty, start and end dates of the program must be communicated to the office.

Student Elective Policy for External Students

1. 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.
2. Only students who belong to an accredited WHO and PMDC recognized institute with a minimum of two years of medical education 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.
3. 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.
4. Students would indicate their choice of subject's and any alternative's on the application form from amongst the clinical rotations already completed.
5. The duration of each elective would be four or eight weeks.
6. Student will be evaluated on a standard evaluation form and a record kept in file at the College. A copy would be mailed to the parent institution directly (*on request*).
7. 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.
8. Students will follow all the rules and regulations of Shifa College of Medicine and Shifa International Hospital especially 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.

9. 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.
10. In case of misplacement of Electives log book or Electives I.D card, Rs. 250 will be charged for both separately.
11. Sudden changes in the dates of electives or change of discipline will not be entertained.
12. Please report to the Student Affairs Office on arrival and at the end of the elective.
13. Application fee would be charged from external students as determined by the Shifa College of Medicine.
14. On approval, payment can only be made by sending a bank draft, payable to Shifa Tameer-e-Millat University.
15. 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.
16. Required document for elective:
 - a. A letter of recommendation from the principal of the parent institution.
 - b. Three pictures (one passport size and two size of 1*1)
 - c. Medical Fitness Certificate from a Registered Medical Practitioner

- d. Proof of the following:
 - Hepatitis B Surface Antigen
 - HCV Antibody
 - Hepatitis B Surface Antibody (A complete record of Hepatitis B vaccination required, if Hepatitis B Surface Antibody is non-reactive)
17. It is a mandatory requirement to attend the orientation session at Shifa International Hospital before start of electives.

Advanced Placement for External Students ***(Migration / transfer from other Colleges)***

The academic commitments of the Shifa College of Medicine place high demands on students in terms of timely completion of the academic courses as well as continuous tests and evaluations.

The Advanced Placement Policy is driven by the considerations of protection of a prospective student from uncertainty in academic standing in the class, rather enabling him/her a smooth sail in the tests and examinations and a satisfying stay in a competitive and vibrant environment of Shifa College of Medicine.

If the proposed considerations are not satisfied, the prospective student may be faced with perpetual failures in examination and in repetition of courses and, therefore, it will not be advisable for the student to apply for advanced placement at Shifa College of Medicine. The faculty's judgment and assessment about the suitability or otherwise of the candidate will, however, be final.

Notwithstanding the provisions of this policy, the college reserves the right to refuse to consider or process any application for advanced placement without assigning any reasons therefore.

Lobbying and canvassing through third party would be counterproductive and could result in disqualification of an application.

The following procedure will be followed in processing an application for advanced placement.

An application for advanced placement would usually be considered for placement before the beginning of an academic session.

1. Initial Contact

The applicant should first contact the Student Affairs Office, collect instructions and application form, information on fee, policies governing evaluation and promotion of students, code of conduct and leave of absence etc. all contained in a Student Handbook.

2. Essential Pre-Requisites

- a) Applicants' parent medical college must be recognized by the PMDC (with documentary evidence) and the affiliating university must be of good reputation and recognized by the Higher Education Commission, Pakistan (with documentary evidence).
- b) The applicant must be in good standing with a CGPA 3.5/4 or 70% achievement in each annual professional examination.
- c) The applicant must be able to join the College at the beginning of the session, if selected.
- d) It is necessary for applicant to have cleared all Professional Examinations in first attempt (*supplementary case will not be considered*).
- e) Migration will not be accepted in First Two Years and Final Professional MBBS.

3. Review Process

- a) Faculty would review the status of student's academic accomplishments and decide if the application is suitable for further consideration. An interview with the student would then be called for. Students studying in medical colleges of Pakistan shall be interviewed prior to a written evaluation, whereas those applying from abroad shall be interviewed with the written evaluation.
- b) If accepted for further consideration, the applicant could be called upon to write a written examination prescribed by the College.
- c) The applicant will provide a record of continuous assessment (including clinical rotations undertaken) and attendance from the parent college which must meet the PM&DC and University requirements.

- d) The faculty would determine the academic year of acceptance of the student after reviewing his/her case.
- 4. On admission the applicant will be required to pay the Admission fee, security deposit and all other prescribed fee tuition fee on pro-rota basis within the prescribed time. The applicant would also be required to deposit an amount prescribed by the University (Rs. 5,000) as application processing.
- 5. Before admission, the applicant will be required to provide
 - a) NOC from the parent College
 - b) NOC from the affiliating University
 - c) NOC from PMDC
 - d) Copy of the “registration card” from the PM&DC

Code of Conduct

Code of conduct prescribed by Luqman (AS) for his son

And indeed We bestowed upon Luqman Al-Hikmah (wisdom and religious understanding) saying: "Give thanks to Allah." And whoever gives thanks, he gives thanks for (the good of) his own self. And whoever is unthankful, then verily, Allah is All-Rich (free of all needs), Worthy of all praise.

And (remember) when Luqman said to his son when he was advising him: "O my son! Join not in worship others with Allah. Verily joining others in worship with Allah is a great Zulm (wrong) indeed.

And We have enjoined on man (to be dutiful and good) to his parents. His mother bore him in weakness and hardship upon weakness and hardship, and his weaning is in two years- give thanks to Me and to your parents. Unto Me is the final destination.

But if they (both) strive with you to make you join in worship with Me others that of which you have no knowledge, then obey them not; but behave with them in the world kindly, and follow the path of him who turns to Me in repentance and in obedience. Then to Me will be your return, and I shall tell you what you used to do.

"O my son! If it be (anything) equal to the weight of a grain of mustard seed, and though it be in a rock, or in the heavens or in the earth, Allah will bring it forth. Verily, Allah is Subtle (in bringing out that grain), Well-Aware (of its place).

"O my son! Aqim- As- Salat (perform As- Salat), enjoin (on people) Al-Ma'ruf- (Islamic Monotheism and all that is good), and forbid (people) from Al-munkar (i.e. disbelief in the Oneness of Allah, polytheism of all kinds and all that is evil and bad), and bear with patience whatever befalls you. Verily, these are some of the important commandments (ordered by Allah with no exemption).

"And turn not your face away from men with pride, nor walk in insolence through the earth. Verily, Allah likes not any arrogant boaster.

Code of Conduct for Students

These rules apply to behavior in college, hospital as well as hostels and playground etc.

1. General

- 1.1 Shifa College of Medicine endeavors to inculcate in its students intellectual diversity, self-motivation, critical thinking and inquiry, research oriented approach, capacity for leadership, community oriented, ethically guided and highly professional practice of medicine. They should be equipped, as best as possible, to meet the challenges of the 21st century. The College expects its students to strive towards acquisition of attributes that befit the College objectives. These attributes, in turn, should be reflected in their everyday behavior, attitude and attire. They should refrain from conduct that might damage the reputation of Shifa College, or lead to the disruption of any academic program of the College and refrain, from cheating and plagiarism in any setting of the College.
- 1.2 The student community of the Shifa College of Medicine is an integral part of the "Shifa family" As such they are expected to observe high standards of honesty, morality and discipline. The students will respect, at all times, the rights and privileges of all the members of the 'Shifa family'.
- 1.3 ***Students are expected to dress in a simple and decent manner at all times in all settings:***

"A simple decent dress conforming to our culture and norms is preferred i.e.

Boys with Trousers and Shirt tucked in, along with a Tie / Coat / Sweater with sleeves. Shirt and Shalwar along with a Coat / Waistcoat.

Girls with Kameez Shalwar and Dupatta, Coat / Sweater with sleeves.

Further, students are required to wear clean, white coat with display of ID card in all settings within college and hospital.

PROHIBITED

Boys' Dress Shorts, casual T-shirts, sports track suit, figures on shirts and odd caps, pony-tailed hair and long hair.

Girls' Dress Tights, Tight trousers, T-shirts, sports track suits, figures on shirts, sleeveless shirts, bright heavy Makeup, long nails and distracting jewelry.”

- 1.4 Students will show tolerance, understanding and respect for the rights of others. In case of any misunderstanding with peers or College authorities, etc, discussions and exchange of views within the frame work of decency and decorum would be the desirable course to follow. Threatening behavior to fellow students, faculty, staff or the College as an institution could cause irrevocable dismissal from the College.
- 1.5 Students will be respectful to members of the opposite gender and will refrain from any behavior that can be interpreted by others as ‘gender harassment’.

Students are strictly reminded that gender mixing is permissible only within the accepted social and cultural norms of the society. Faculty tolerance should not be construed as an approval to undue intimacy and unacceptable proximity, openly or in isolated areas.

The expected cultural norm is as per the Ayat of Surah Nur

(Ayat 30-31):

'Tell the believing men to lower their gaze and be mindful of their chastity. This will be most conducive to their purity.'

'And tell the believing women to lower their gaze and to be mindful of their chastity, and not to display their charms (in public) beyond what may (decently) be apparent thereof. Hence let them draw their head-coverings over their bosoms'.

- 1.6 Students will obtain written authorization from the Dean/Principal of the College
 - Before making any public statements, communications, or correspondence with the press or other media for mass communication.

- For inviting Government and or foreign dignitaries, ministers, or other public personalities in their official capacity on Campus.

Sexual Harassment

Sexual harassment is unwelcome sexual conduct which makes a person feel offended, humiliated and /or intimidated where that reaction is reasonable in the circumstances.

What to do if you are Harassed in the College:

Incident of sexual harassment should first be reported to the Dean/Principal if possible, they may also be reported to any college faculty member or any member. College holds a grievance policy and procedure regarding sexual harassment and students should contact Student Affairs Department for information on how to file grievance.

2. Academic Conduct.

- 2.1 Students will attend lectures, tutorials, seminars, practical, clinics and ward assignments, examinations and any other un-scheduled courses and activities except for reasons acceptable to the College.
- 2.2 Students will ensure that any original academic writing, including essays, thesis, research projects or assignments relating to in a course or program of study either represents their own words, ideas, images and data or is appropriately referenced.
- 2.3 Students will ensure that they themselves complete scheduled examinations or attend other academic activities for which they are primarily responsible.
- 2.4 Students will respect confidentiality of information pertaining to patients, including their records or files.

3. Disciplinary Procedure (Rules)

3.1 Introduction

Students of the Shifa College of Medicine are required to exhibit good conduct and discipline at all time and in all

settings. Guidelines have been laid down in the Code of Conduct framed by the college to provide students with a reference to the standards for discipline. It is expected that all students will strictly uphold and adhere to it, but in case where there are grounds to suspect a breach or any infringement or disregard or contempt towards that, disciplinary action may be initiated for such behavior committed either within or outside the precincts of the college or any project or setting of the college. The reference to the expression 'college' shall mean and include any establishment, project or setting of the Shifa located anywhere in the country (unless the context provided otherwise).

Following paragraphs define the procedure to be followed, if a breach or infringement of the code of conduct has been committed, the action to be taken and the decision-making authority.

3.2 Disciplinary Offence

Without prejudice to the generality of the provisions of the Code of Conduct and the provision of Rules 1.1 and 1.2 above the following conduct will constitute disciplinary offence:

- a. Repeated failure to conform to scheduled instruction, practical work, examination, clinical assignments and/or forcing other students to act likewise.
- b. Browbeat or assault on students, faculty or patients or member of staff whether by students or their family members/friends.
- c. Any form of unauthorized picketing, rallies, demonstration or organized obstructions of any sort against student/college, hospital function in any manner whatsoever.
- d. Any attempt to conceive, design or affect any plan of whatever nature whose object or consequence is to disrupt academic programs of the college or its operation.

- e. Malicious acts, thefts, willful damage or misuse of college property.
- f. Unbecoming conduct and/or molestation of other members of the College Community within and outside the college premises.
- g. The entire College is smoke free area. Eating and drinking are prohibited in the College except in designated areas.
- h. Unauthorized housing of persons on the hostel or other buildings in the college.
- i. Cheating, plagiarism and/or use of unfair means in examination or any other academic setting.
- j. Possession, use and display of firearms, drugs, alcohol or other contraband items on campus or at college related events.
- k. In case a student is involved in a legal or criminal case, the student concerned himself / herself will be responsible to put up his/her defence.
- I. Marking proxy and cheating will be punished by fine, suspension for a given period, from taking exam, attending classes or rustication.**

3.3 College Proctors

Although the College dislikes having any policing mechanism for the students and the medical professionals in the making, a team of College Proctors is being appointed (Please see the list below) to remind students of their responsibilities. They will be empowered to institute disciplinary measures for persistent defiance and disrespect to the Code of Conduct.

Matters of persistent indiscipline would be referred by the Proctors or any member of the College; faculty, staff or student through the Dean / Principal to the College Disciplinary Committee.

The Disciplinary Committee is authorized to reprimand or check any indiscipline in any way it deems appropriate.

Serious offences shall be reported for immediate action by the Disciplinary Committee by the Dean / Principal.

3.4 Law of Land

College will neither interfere with the legal process nor assume any responsibility for students' indiscipline of any sort outside the College campus. Even on College campus, in matters of criminal nature etc, the law of land will be allowed to take its course

The College Academic Council

The College Academic Council comprises all Professor and Heads of all the Sections of the College and is headed by the Dean/Principal. It monitors and regulates the curricular and clinical undertakings of the students, compliances with the regulations and provisions of PMDC and University, standards and quality of education, calendars of academics and examinations and anything else to do with the "education and training" at the Shifa College of Medicine.

Few Things Allah (SWT) Prohibited us From

Do not associate anything with Him;

And (show) kindness toward both (your) parents.

Do not kill your children because of poverty; We shall provide for you as well as for them.

Do not indulge in shocking acts which you may practice either openly or keep secret.

Do not kill any person whom God has forbidden, except through (due process of) law. He has instructed you in this so that you may use your reason.

Do not approach an orphan's estate before he comes of age, except to improve it.

Grant full measure and weight in all fairness. We do not assign any person to do more than he can cope with.

Whenever you speak, be just even though it concerns a close relative.

Fulfill God's agreement. Thus has He instructed you so that you may bear it in mind.

This is My Straight Road, so follow it and do not follow (other) paths which will separate you from His path. Thus has He instructed you so that you may do your duty.

(Surah Al-Anam, verses 151-153)



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