



## Electives Policy for External Medical Students

1. Only students who belong to an accredited WHO and PM&DC recognized institute with a minimum of two years of medical Students need to apply to the Office of Student Affairs (Electives), at least 4 weeks in advance specifying the time frame of the electives (**at least 8 weeks before for summer electives**). Students in the third, fourth and fifth year of MBBS can be considered. Other cases may also be entertained at SCM's discretion.
2. 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 for elective students. Students would be responsible for their food and medical coverage etc.
4. Students would indicate their choice of subject's and any alternatives on the application form from amongst the clinical rotations already completed.
5. The duration of each elective would be four or eight weeks.
6. Students will be evaluated on a standard evaluation form and a record kept in a 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 student's electives logbook which will be generic and will include expectations and outcomes. Student activity will be countersigned by the supervisor. Please obtain an elective logbook from the Student Affairs Office on arrival and submit at the end of electives to get the completion certificate.
10. If the student misplaces his/her elective logbook, a fine of Rs. 1000/= will be charged for the issuance of the new logbook and certificate will be issued on the submission of electives Logbook to Student Affairs Office.
11. Sudden changes in the dates of electives or changes of discipline from the student will not be entertained.

12. Please report to the Student Affairs Office on arrival and at the end of the elective.
13. The application fee would be charged from external students as determined by the Shifa College of Medicine.
14. Application processing fee of Rs. 1000 will be charged from local students.
15. The electives registration charges for the duration of 4 weeks will be as follows:
  - Rs. 5000 /- for local Students**
  - US \$ 200 /- for International Students**

On approval, payment can only be made by sending a bank draft, payable to **Shifa Tameer-e-Millat University.**
16. External students will be entertained on a first come first serve basis. Preference will be given to Shifa Students if the time of electives of internal and external students is overlapping.
17. Required document for elective:
  - a. A letter of recommendation from the principal of the parent institution.
  - b. Three pictures (one passport size and two sizes of 1\*1)
  - c. Medical Fitness Certificate from a Registered Medical Practitioner
  - d. Proof of the following:
    - COVID-19 vaccination certificate
    - 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)
18. It is a mandatory requirement to attend the orientation session at Shifa International Hospital before the start of electives.