



## Electives Policy for Internal Students

### Applying for Electives

The process of applying for an elective begins at the 'Student Affairs Office'. From here you can get information and the required 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 ahead 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 this in 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 STMU(SCM) institutions or SIH

If you plan to do your electives at Shifa Tameer-e-Millat University or Shifa International Hospital you must apply at least 4 weeks in advance via the Student Affairs Office.

### How will the College Help?

The Student Affairs Office and the Students Electives Committee will help you by providing the necessary documentation (references 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 3-5 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 you by your host institution. Remember your actions are not only your own but also that of your institution (SCM). If you do well, your institution's standing would flourish!
2. Do not forget to collect your electives official college logbook from the Student Affairs Office! You must 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 SCM elective log book. **However, all students must submit a completed evaluation form that is included in the logbook. Your evaluation will be entered in your transcript.**
3. If the student misplaces his/her electives logbook, a fine of Rs. 1000/- will be charged for the issuance of new logbook.
4. All students, doing electives outside Shifa, must inform the Student Affairs Office (either electronically via email: [studentaffairs.scm@stmu.edu.pk](mailto:studentaffairs.scm@stmu.edu.pk) or hardcopy in the office). The name & contact of their supervisor, speciality, and the start and end dates of the program must be communicated to the office.

## **Policy For Students' Electives at Shifa College of Medicine for Final-Year Undergraduate Students**

1. The Student Electives are a mandatory component of the Final year for Shifa College of Medicine students starting from the Class of 2022. Without successful completion of the electives, the student may not sit for the first annual exam and will not graduate till he/she completes this requirement.
2. It is encouraged for students to complete their electives outside of Shifa International Hospital and Shifa College of Medicine in the field of their choice. If for some reason the student cannot get placements outside, he/she may do their electives at Shifa as a last resort. However, the reasons for not getting placement will be scrutinized by the Student Electives Committee.
3. The Student Electives Committee and Department of Student Affairs will facilitate (as much as is possible) the students for gaining elective opportunities local and foreign. However, it is the prime responsibility of the student to arrange his/her own electives using the VSLO portal (for which SCM pays an annual fee) and/or personal contacts. The students will be informed of their elective slots 6 months to a year in advance for preparation. Once the student has confirmed his elective placement, the Students Electives Committee and the Department of Student Affairs must be informed.
4. Each elective rotation is of 9 weeks for which the student must utilize a minimum of 6 weeks for this purpose. If for some reason the student wants to exchange his/her slot, he may do so with another student on a mutual basis.
5. No student will be allowed to avail electives at the cost of the MBBS Final year rotations. It is advised that students plan their travel and return well in advance to avoid any absences in their next rotations.
6. The students will be required to get their logbooks/portfolios signed by their respective elective supervisors and submit them on their return to Student Affairs office.
7. Shifa College of Medicine will not bear any cost involved in availing or completing of the elective.
8. Failure to complete the elective rotation or provide evidence of completion of electives will result in the student's disqualification for sitting in the annual exam till the requirement is fulfilled.
9. Email and contact numbers of relevant supervisors along with graded and signed portfolios will be required to be submitted to the Department of Student Affairs for documentation and future reference.