



No. Med.Edu/24-023

Dated: 12-02-2024

Policy for Electives / Observer ships & Other Additional Learning Experience

Scope:

This policy is applicable for all academic activities (Clinical / Research) undertaken by MBBS students at different local / international institutions in the form of elective / observer ship / shadowing rotations in addition to their scheduled rotations. This policy will guide decision making regarding all elective rotations arranged either through Mohi-ud-Din Islamic Medical College Mirpur AJK by MoU with national & International Universities and independent opportunities sought by students.

Definition:

Electives include any educational experience (Clinical / Research) offered by a local or foreign Healthcare Institution (University / College / Hospital) through their elective program. It is intended to provide additional learning experience for career enrichment and to support candidature for any residency program.

Policy:

1. The elective rotation's schedule must not coincide with the academic / examination schedule of the applicant.
2. Students must complete an Application for Local / International independent study and it must meet the documentation requirement prescribed in the application form issued by the College to receive approval of the Principal to pursue for elective rotation.
3. The application must be submitted well in advance (at least 4 weeks) both for Local / International Institutions and submitted to the Student Affairs Department for issuing N.O.C i.e. 'No Objection Certificate' after necessary verification of records and approval of the application by the Principal of the respective College.
4. MIMC will not be responsible for any costs associated with the travel or the rotation experience, including but not limited by costs incurred for travel, immunizations, additional background checks, different types of insurance coverage etc.
5. The student must provide complete detail about the preceptor of the elective rotation / host institution and must submit the duly filled Application Form (if any) prescribed by the host institution.
6. If the student contacts a physician/faculty member (in case of observership/shadowing) at an institution / medical facility, the student must also obtain a letter from the



Mohi-ud-Din Islamic Medical College, Mirpur AJK
Constituent College of
Mohi-ud-Din Islamic Medical University, Nerian Sharif AJK
Department of Medical Education



preceptor, providing complete detail about the institution / facility where the elective / observership / shadowing is planned, detailing the following: description of the rotation, educational activities and objectives, confirmation of dates for the program offering, confirmation of the faculty member's appointment / licensure, and the preceptor's acceptance to sponsor and supervise the student for the experience.

7. Student must submit attendance certificate or equivalent as evidence for after attending the rotation.
8. Any changes made in the application form or submitted documents after approval of application will result in cancellation of approval.
9. Students from other local medical colleges as well as international medical colleges are also allowed to do electives in MOTH, MIMC provided official permission letter/NOC by the parent institute.

Duration of Rotation:

Minimum: 2 Weeks / 15 days **Maximum:** 4 Weeks for 1st To 4th Year Students. In case of Final year two separate rotations of 4 weeks may be attended after the Final Exam (before house job).

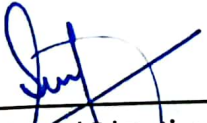
The permissible duration of elective rotation(s) for each batch will be contingent upon 'Elective Vacations / Break Period' declared in Annual Academic Calendar of the respective year.

Decision Rules:


Students may be allowed to attend additional rotations only if they have completed their scheduled rotations and attendance requirement of the College.

A request falling within the academic session of any batch may only be treated under the 'Study Gap Rule' of PM&DC and after attaining the elective experience the student and his/her parents / guardian must be required to submit undertaking for acceptance of all risks and academic loss associated with approval of request.

Any student who fails to return on time will have that period marked 'absent' and will have to bear the consequences of his / her absence.



Director Medical Education
Dr. Muhammad Saif Ullah



Principal
Brig. Prof. Dr. Abdul Halim