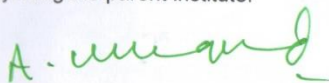


CMH LAHORE MEDICAL COLLEGE AND INSTITUTE OF DENTISTRY
ADMINISTRATIVE GUIDELINES FOR GRANT OF 'ACADEMIC LEAVE' TO STUDENTS
UNDERTAKING ELECTIVES

Student electives are an effective means of exposing students to varying learning environments and provide a platform to motivate students to pursue higher goals. They also help students in deciding about their future choice of specialty. Students of CMH Lahore Medical College and Institute of Dentistry (CMHLMC & IOD) regularly proceed on electives to national and international institutes of high repute. To facilitate and streamline the process of granting academic leave to students proceedings on electives following guiding principles have been decided upon:

1. As a matter of institutional policy CMHLMC & IOD strongly encourages its MBBS, BDS and Nursing undergraduate students to undertake electives.
2. All elective rotations will only be undertaken after due permission of the Principal CMHLMC & IOD and as per the guidelines presented herein.
3. A student may proceed on academic leave to undertake an elective only ONCE during the course of studies.
4. NO student will be allowed to undertake electives during the Send-up Examinations or University Examinations.
5. An elective can have a maximum duration of 45 days.
6. The electives should be taken as per the following time frame:
 - a. For MBBS student during fourth year or final year of MBBS program. Students proceeding on electives to US should preferably proceed during fourth year MBBS those proceeding to UK should preferably proceed during final year MBBS.
 - b. For BDS students during fourth year of BDS program (fourth and final year of the new BDS program).
 - c. For Nursing students during fourth year of BSc Nursing program.
7. Electives may be undertaken in the following disciplines:
 - a. Surgical and allied.
 - b. Medicine and allied.
 - c. Gynecology and Obstetrics.
 - d. Pediatrics.
 - e. Ophthalmology.
 - f. Otorhinolaryngology
 - g. Diagnostic Imaging
 - h. Preventive Medicine
 - i. Clinical Epidemiology
 - j. Healthcare Research
 - k. Oral and Maxillofacial surgery (for dental undergraduate students).
 - l. Operative dentistry (for dental undergraduate students).
 - m. Orthodontics (for dental undergraduate students).
 - n. Prosthodontics (for dental undergraduate students).
 - o. Periodontology (for dental undergraduate students).
 - p. Preventive dentistry (for dental undergraduate students).
 - q. Oral radiology (for dental undergraduate students).
 - r. Nursing, Midwifery and allied (for nursing undergraduate students).
8. Each student will be responsible for application, selection, travelling and boarding arrangements for the electives. Students are **STRICTLY** instructed to involve their parents / guardians during each of the above mentioned stages.
9. It is the responsibility of each student to acquaint him / her with the relevant rules and regulations governing the immigration and visas, travelling and health insurance requirements in case of international travel.
10. Each student who proceeds on an elective should consider him or herself as a representative of CMHLMC & IOD. He / she is expected to fully abide by all the rules and regulations of the host institution and exhibit highest standard of professional behavior during the elective.
11. Standard will render undertaking (indemnity bond) that; CMHLMC & IOD will **NOT** be responsible for any untoward incident (theft, loss of valuables, illness, disability, death, legal or medico legal issues) during the period of academic leave granted to undertake an elective.

12. Each student will following the following procedure to proceed on an elective:
 - a. As soon as the elective position has been confirmed by the host institution the respective student will inform the DME in writing clearly mentioning the exact dates of the elective along with a copy of the acceptance letter of the host institution. DME will maintain a register of the 'awaiting students'.
 - b. Each 'awaiting student' will forward an application to the Principal via the DME to seek grant of academic leave to proceed on the elective. This application should reach the DME no earlier than 45 days and no later than 30 days prior to the start date of the elective.
 - c. The above mentioned application will be accompanied by an undertaking signed by the student and countersigned by the parent / guardian as per 'ANNEX - A' to these guidelines.
 - d. Each student after completion of the academic leave will submit to the DME a structured evaluation performa (as per 'ANNEX - B' to these guidelines) duly signed and stamped by the elective in-charge / coordinator in the host institution. This performa will be perused by the DME and the Principal and thereafter once accepted will form the basis for 'attendance waiver' granted to the respective student for the 'total duration' of the academic leave. (The term 'Total duration' includes the actual time spent during the elective (as shown on the feedback performa) plus a maximum of five days for travelling (applicable to electives outside Pakistan only). Under NO circumstance can a waiver be granted over forty five days.)
 - e. DME will maintain a record of academic leaves granted and attendance waivers issued for respective students undertaking electives.
 - f. In case a student is permitted to avail academic leave for both attending a conference and proceeding on an elective rotation in the same academic year the total 'attendance waiver' cannot exceed 45 days under any circumstances.
 - g. Medical and Nursing Cadets will route their academic leave applications (within Pakistan and Ex-Pakistan) through proper channel to competent authority as per rules and regulations governing their discipline / leave policy.
13. The Principal shall appoint a faculty member as 'Coordinator Student Electives' to guide, facilitate and counsel the students aspiring to undertake electives.
14. List of documents that shall be required:-
 - a. Permission from parent/guardian.
 - b. Permission from accepting institution.
 - c. Bond that stated that the college has no financial or legal responsibility.
15. Electives can only be availed during holidays unless special compensation is approved.
16. The application shall be submitted to Medical Education and shall be presented in the concerned year's curriculum committee.
17. The recommendations of the curriculum committee shall be put up to the Institutional Curriculum Committee.
18. The recommendations of the ICC shall be put up to the Competent Authority for final approval.
19. The student shall submit a report on his elective's experience and time-table on completion and rejoining the parent institute.



Maj Gen
Abdul Khaliq Naveed (R), HI(M)
MBBS, M Phil, CHPE, FNAMS, FCPS, Ph D,
FRCP (Glasgow)
Chief Executive / Principal & Prof of Biochemistry
CMH Lahore Medical College & Institute of Dentistry



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