

## 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 fourth year 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 clinical exposure 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 subjects 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 file at the college. A copy would be mailed to the parent institution directly also.
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 specially 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. The elective log book will also include a reflective write up

of the student. This write up will also be sent to the host institute. Please obtain a elective log book from the Student Affairs Office on arrival.

10. Sudden changes in the dates of electives or change of discipline will not be in order.
11. Please report to the Student Affairs Office on arrival and at the end of the elective.
12. Application fee would be charged from external students as determined by the Shifa College of Medicine.
13. 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.