

Altamash Institute of Dental Medicine

Department of Medical Education

Name of Policy	Elective
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Version No:	02

Prepared By:	Department of Medical Education
Approved By:	Chairman Academic Council & Principal
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Custodian	Student Section

Revision No.	Reviewed by	Date Reviewed Date/Month/Year	Description of Change (if Any).
01	Director DME	29 th March 2023	<ul style="list-style-type: none">• Format revised and points 1, 2 and 3.2,3.2,3.4 and 6

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1. Purpose

The purpose of an Elective policy is to provide them with opportunities to gain practical experience and explore specialized areas of medicine or dentistry beyond their standard curriculum.

Electives are usually short-term placements or rotations that allow students to work in different healthcare settings, often in different hospitals or clinics, both domestically and internationally.

2. Scope

The scope of this policy includes:

- Undergraduate programs being offered by Altamash Institute of Dental Medicine and Altamash Medical College affiliated with Jinnah Sindh Medical University (JSMU).
- Post graduate programs being offered by AIDM affiliated With JSMU and College of Physicians and surgeons (CPSP) and other universities

3. Policy statement

3.1. **Eligibility:** The students from 3rd year onwards will be eligible for electives during annual vacations and study leave. On the basis of good academic performance i.e. >80% scores in previous year and 75 % attendance

3.2. **Duration:** students will be allowed to go for electives minimum 2 weeks and maximum 4 week, once in a year

3.3. Elective options:

3.3.1. The student exchange program is open for all Altamash and Temple's Kornberg School of Dentistry.

3.3.2. Students also allowed to go for electives anywhere locally

3.4. **Professional conduct and ethics:** Students will be expected to follow same code of conduct as at institute and college for professional behavior, confidentiality, and adherence to ethical principles everywhere they will go for electives.

4. Linked/Referenced Documents:

- Code of conduct

5. Responsibilities:

The policy ownership lies with the admission office and students section

6. Policy Implementation Procedure:

5.1. **National:** Students Section Office provides the following to students applying locally: Provide NOC and Issue letters of recommendation

5.2. **Internationally:** Issue letters of recommendations and Fill the required forms of the different university hospitals / clinics.

5.3. For evaluation of the elective students submit the letter or certificate awarded by the institutions they went for electives

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7. Revision/Modification History & Frequency:

7.1 Review Policy

The policy will be reviewed every three years. However, the owner/custodian of the policy may request for a revision based on emerging needs and with the approval from competent authority.


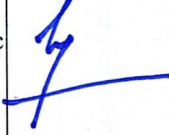
7.2. Custodian of the policy

A formal approval will be required if a policy is revised more than 25%. Director DME could determine the percentage of revision in consultation with the custodian of policy.

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Policy Title	Elective Policy			
Responsibility for Implementation	Student Section and Elective Committee			
Version No:	02			
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Developed By:	Dr. Shaur Sarfaraz	Director Medical Education		29 th May 2023
Approved By:	Professor Dr. Hasnain Sakrani	Principal & Chairman Academic Council		30 th May 2023