

 <b>NAZARBAYEV UNIVERSITY</b>	<b>Autonomous organization of education Nazarbayev University</b>		
	<b>Approving body:</b>	Provost	
<b>Academic Policies and Procedures for the Doctor of Medicine Program</b>			
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<b>Decision/Minutes No.:</b>	No. 147-Н/К		
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<b>Initiator:</b>	P. M. Dean of the School of Medicine		
<b>Related documents</b>			

### Abbreviations

AC	Academic Council
ECTS	European Credit Transfer System
GPA	Grade Point Average
MD	Medicine Doctor (Doctor of Medicine)
NUSOM	Nazarbayev University School of Medicine
OR	Office of the Registrar
TLC	NUSOM Teaching and Learning Committee
CSP	The Committee for Student Promotions



## **1. General Provisions**

1. This document contains academic policies and procedures that apply to all students enrolled in the NUSOM MD program of the autonomous organization of education Nazarbayev University (hereinafter – University or NU). In cases of conflicts, the provisions of these Policies and Procedures take precedence over contrary provisions contained in other rules adopted prior to the adoption of this document. These policies set the minimum standards for NUSOM that may be more stringent or otherwise differ from the University policies.

## **2. The Academic Year Calendar**

2. The MD program operates on the basis of the academic year as described in the approved Academic Calendar. Orientation period takes place for new students at the beginning of the Fall semester to allow students to adapt to the University and program requirements.

## **3. Registration Policy**

3. Students matriculated into the MD program at NUSOM do not need to register through the standard NU graduate registration processes because all courses at NUSOM are compulsory. They are registered through a process specific to NUSOM coordinated between the OR and NUSOM.

4. The OR, Office of the Dean of the School, and instructors in the School will have access to online registration lists throughout the registration process and during the academic period.

## **4. Attendance**

5. Students are expected to attend all classes in courses of the MD program.

6. Penalties, as set forth in relevant internal documents of the University, will be applied if attendance falls below that stated in course syllabi or Handbooks. Students are required to be present at orientation and to remain until the academic period is completed (which includes final examinations).

7. Students who do not attend classes from the first day may be penalized or dropped from the class based on the Handbooks responsible for that course.

8. At the start of each academic period, the course lead is responsible for informing students in the course documentation of the attendance rules, its impact on their learning opportunities and on their potential grade. Faculty have the right to lower grades or initiate a drop/withdrawal from a course if there is a violation of the attendance policy.

9. Student's request to be absent from class must be approved by the course lead, block lead and the Dean or the Vice Dean of the School.

## **5. Credits**



10. Courses in the MD program do not bear ECTS credits.
11. ECTS credits taken at other accredited higher educational institutions in Kazakhstan or abroad may not be transferred to a record of the MD student.

## **6. Re-admission**

12. If a student was previously enrolled as an MD student at University and returns to pursue the same program, he/she has to re-apply to the program and start from year 1 (one).

## **7. Working outside of the MD Program**

13. The MD is a very intense academic program which is not compatible with any paid or unpaid part-time or full time internal or external work. It is therefore forbidden to engage in any work during the studies.

## **8. Grading system**

14. General remarks: NUSOM uses a pass/fail and honors grading system as described below. A grade of “P” (Pass) or “F” (Fail) will be reported for students enrolled in NUSOM courses that are offered only as P/F course. Such courses are identified as such in the Catalog. Grades of “P” are required for normal progression in the MD program. A grade of “P” requires work comparable to that expected for a grade of “B” in a regularly graded course. The cut-off for passing grade is determined based on a standardized established method adopted by NUSOM for all courses.

15. Pass/Fail and remediation: The passing mark for Exams is determined using the Standard Setting by specifically convened committees. Students failing below 2% of the overall passing mark may be allowed to pass after special consideration by the CSP. Students failing between 2% and 10% of the overall pass mark are allowed to compensate within the block. In order to pass students must score above the passing mark for the entire block that is determined by the individual course passing marks and weighting. Students failing by more than 10% of the overall pass mark require remediation and have to re-sit the exam.

16. Awarding Honor:

1) Honor for a course: Students are eligible to be awarded Honor for a course at scores 80% and above or 85% and above for exams where the borderline passing grade was set, respectively, between 50% and 60% or between 61% and 70%. However, students who (1) are retaking the specific course, or (2) accumulate unexcused absences that are more than 10% of lessons covered in the course, shall not be awarded Honor.

2) Honor for a block: Students will be awarded Honor for a block when more than 50% of the block components are awarded with Honor. Different components of the block will be weighted according to their duration. Additionally all other components of the block should be at least 70%. Exceptions to this rule are possible



with specific recommendation of course leads and the TLC. Students who have been retaking an exam in the block are not eligible.

3) Honor for longitudinal courses: Generally the expectation that students will pass these blocks is very high. Therefore, the Honor threshold is  $\geq 90\%$ . If below 90%, an explicit reasoning in writing must be submitted by the course lead.

## 9. Administrative Grades

17. At the University level, a number of special administrative notations are used on transcripts. These administrative notations apply to all NU programs. Some NU administrative notations that apply to the NUSOM MD program are listed in Table 1.

Table 1: Administrative Grades and Notations

Grades	Comments	Points
PH/P/F	Pass with honor/ Pass/Fail Option	N/A
I	Incomplete	N/A
IP	In Progress	N/A
IPS	In Progress Satisfactory	N/A
IPU	In Progress Unsatisfactory	N/A
AW	Administrative Withdrawal	N/A
W	Withdrawal	N/A

18. Incomplete (I). When a student has completed a substantial portion of the requirements for a course but, due to extenuating circumstances, is unable to complete all requirements, the course lead may assign a temporary grade of “I”:

1) The grade “I” can be given only on the basis of a written prior agreement, which describes the work that is expected and the terms under which it is to be completed, between the student and the instructor and approved by the Dean of NUSOM. The date for completion of work is to be determined by the course instructor.

2) All work must be completed no later than the end of the last week of the subsequent semester. When the work or examination that is required under an “I” agreement is completed, the course lead shall request a change of the “I” grade to the appropriate grade for the course, at which time the grade of “I” will be removed from the student’s transcript.

3) A grade of “I” may also be applied to a student who cannot take part in a final examination in a course because of personal health problems or that of the



immediate family. A new deadline will be set for completion of the final examination.

4) A grade of “I” that is not completed by the end of the last week of the subsequent semester automatically reverts to the grade indicated in the agreement between the course instructor and the students. If no grade is indicated in the agreement and the course lead does not submit the change of grade request, the grade of “I” will revert to an “F”.

5) In no case shall a student be granted a degree while there are unresolved “I” grades on their record.

19. In-Progress (IP, IPS, and IPU). An in-progress grade is assigned as an interim grade for students registered in courses which are approved to extend over several academic periods, commonly research projects or theses.

1) The final letter or P/F grade as appropriate is recorded.

2) In-progress grades may not be used for courses approved for standard delivery.

3) Grades of “IPS”/“IPU” indicate satisfactory/unsatisfactory assessment of work in progress and may be used to determine student academic standing.

4) A grade of “I” may not be used for courses eligible for in-progress grading.

20. Withdrawal (W). The grade “W” denotes a student who has withdrawn from the course and who has not completed the course requirements.

1) The grade “W” is automatic; in a context in which a grade of “W” is appropriate, the instructor may not assign any other grade.

2) A “W” grade is not included in the calculation of the student’s CGPA and does not count toward completion of the requirements for graduation.

## **10. Assigning Grades**

21. Final Grades. Final grades are awarded to each student, in each course, at the end of the designated evaluation period (block). All students taking a NUSOM course will be assigned PH/P/F grades.

## **11. Grade Submission**

22. Block Leads must submit all final grades no later than the midnight of the date of official grades submission indicated in the Academic Calendar posted on the website of the OR. The School will enter all grades into the Student Information System by the date indicated in the Academic Calendar. Communication of grades for individual courses is dealt with by Course Leads.

## **12. Academic Standing/Status**

23. To remain in good academic standing, MD students must achieve a passing grade in each curriculum block and have acceptable performance with regard to professional behavior. Student performance and standing are reviewed at the



completion of each curriculum block, and promotion to the next academic year is granted after Course Committee review and approval of a student's full year performance by the CSP, the TLC and final approval by the Dean of NUSOM.

24. NUSOM expects students to maintain satisfactory academic progress toward degree completion (as described in preceding sections).

Academic Probation. NUSOM does not place students on academic probation but rather, progresses a student through a student promotion process as described in clause 37.

### **13. Change of Final Block Grade**

25. The grade assigned to a student by his or her Block Lead at the end of the block is the student's Final Grade for that particular block. Final Grades (except grades of "Incomplete" and "In Progress") are meant to be final and permanent. Except in case of error or miscalculation, no Course Lead or Block Lead may change a grade.

26. Administrative grades can be changed by the Block Lead with the approval of the NUSOM Dean and by agreement with the OR.

### **14. Grade Appeal**

27. Grade appeals. All MD students have the right to appeal any grade that they believe is in error. The error must be based on one of the following criteria:

- 1) error in calculation;
- 2) error in the application of the class grade policy as presented in the Course Syllabus;
- 3) incorrect entry of the grade into the database;
- 4) "I" marking of an assessment;

28. Appeal process for an assessment grade.

1) A student must first consult with the course lead within 3 (three) working days of the receipt of the contested grade.

2) The course instructor has 3 (three) working days in which to address the concern and file a Change of Grade if needed or deny the request.

3) If a student is still dissatisfied, they may appeal to the Dean or Vice Dean within 3 (three) working days upon the receipt of the denial from the course lead.

4) The Dean or Vice Dean shall consult with the course lead before making any decision; the decision of the Dean or Vice Dean shall be final.

29. Appeal of final course grade.

1) The student must first consult with the course and block leads within 3 (three) working days of the date the grades are posted on the MyRegistrar system. The date to be used for calculating the time for an appeal of a final course grade is the date that grades are released to students, as published in the Academic Calendar.

2) The course instructor lead must respond to the student with the next 3 (three) working days. That time may be extended by the Dean if the course lead is



shown to have been unavailable during the period following the student's receipt of their final grade.

3) If the student still believes that the grade is incorrect or the course instructor/program director has not replied within 3 (three) working days, they may appeal to the Dean or Vice Dean, or within 3 (three) calendar days after.

4) The Dean or Vice Dean shall consult with the course lead before making any decision. If the Dean or Vice Dean decides to grant an appeal, he or she will communicate the new grade to the Office directly using forms supplied by that office.

5) The decision of the Dean or Vice Dean shall be final.

### **15. Course retake**

30. Medical students who receive a grade that would prevent them from progressing further in their degree program may, with the permission of the TLC be allowed to re-take one course.

31. In the event that a course is retaken, both grades received will be listed on the student's transcript.

### **16. Extension of study**

32. There is not provision for extension of study beyond the period defined in the approved MD Program Proposal.

### **17. Assessment and Grading policy**

33. Principles of Assessment in NUSOM MD Program:

Assessment in NUSOM is based on a number of principles which are drawn from extensive medical education research that have been conducted over the last two decades. It has become clear from the results of the research that assessment practices in the past have often been defective and that traditional university systems of assessment are not appropriate for an outcome-based, competency-driven curricula of a professional program, which are now common in current medical education programs. All assessments are mapped to the intending learning outcomes (ILOs) by blueprinting. The MD curriculum is organized in integrated blocks and the assessment is also integrated.

34. Guidelines for student promotion:

Within the present grading system, the faculty must establish certain academic guidelines which it can follow. However, these guidelines are not absolutes. Students will receive one grade for each course. This grade will be solely determined by the CSP. The CSP will make a decision concerning promotion based on these grades and may vote to recommend a dismissal for a student, or require the student to repeat the year or a block or a course or (if recommended by the Course Leads) to make-up a course. Any costs associated with extension beyond the traditional 4 years designated for the MD program will be borne by the student. It



should be pointed out that the approach of the CSP is positive, and aimed at finding ways of advancing students wherever possible. The committee agrees with the principle that careful selection of applicants to the Medical School will minimize student attrition. Ultimately, however, it is the responsibility of the CSP to determine whether or not the student meets the professional standards necessary to be a physician.

35. A student, who fails a block or course or clerkship for whatever reason, will be considered individually. The CSP shall not permit piecemeal remedying of deficiencies. When evaluating students with academic deficiencies the CSP will consider the student's performance in all course work and the total preparation of the student for the practice of medicine.

36. The specifics of the student promotion process are relevant to the NUSOM academic policies and procedures. The guidelines for promotion are as follows: in order to be promoted to the subsequent years of the medical school curriculum, a student must pass each of the blocks for each year. The NUSOM will employ a Pass/Fail model for all courses. Borderline passing percentage for each exam will be determined by standard setting method.

37. Student promotion process: The CSP will meet at the end of each course to formally consider progress of all students in that course. Students failing the course or exhibiting any deficiencies will be considered as follows:

1) in case of a deficiency: proceed to the next course while fulfilling remediation for a deficiency any time before the beginning of the next academic year;

2) in case of a course failure: proceed to the next course if the overall pass mark for the block is achieved while fulfilling remediation for the failed course any time before the beginning of the next academic year;

3) in case of a course failure: If the score is below 10% of pass mark, re-sit the exam for the failed course any time before the beginning of the next academic year (failure to compensate within the block; see clause 32).

38. The CSP will also meet at the end of each academic year to consider the following:

1) students passing all courses will be allowed to progress to the next academic year;

2) for students accumulating more than one failure in the courses or blocks the committee will consider the following options:

compensation within the block while fulfilling remediation for deficiencies: In order to pass a block, students must score above the pass mark for the entire block, determined by the pass marks and weightage (i.e., teaching hours) for each course within the block;

failure to compensate within the block: Re-sit the failed exam(s) before the beginning of the next academic year.

3) if performance in the retaken exam(s) is satisfactory the student will be allowed to progress to next year;

4) if performance in the retaken exam(s) is not satisfactory: The student may





be allowed to progress to the next year, but further measures for remediation are required to demonstrate satisfactory knowledge of the contents of the failed course(s). When performance in the retaken exam(s) is not satisfactory: the student will not be allowed to progress to next year and be required to repeat the same year.

39. A second failure in a course / year being repeated may lead to dismissal from the MD program.

40. An “Incomplete” evaluation in any of the course work must be converted to a satisfactory grade. Conversion of the Incomplete grade is to be arranged with the individual Course Lead. Students who do not correct an Incomplete grade will be referred to the CSP. The CSP will recommend remediation as specified by the Course Lead. After completion of the remedial exercise, the following options will be considered:

1) after successful remediation the student will be allowed to progress to the next academic year;

2) after unsuccessful remediation the student will be allowed to progress to the following year, but will have to repeat the course. Any costs associated with the extension of the MD program beyond 4th year will be borne by the student;

3) after unsuccessful remediation, the student will not be allowed to progress to the next academic year and will be required to repeat the same year.

41. Remediation:

Remediation to address a student’s academic deficiencies will be specified by the Course Lead. At the end of the remediation exercise a documented record will be prepared by the Course Lead, outlining the details and outcome of the remediation exercise. The Course Lead will report to the CSP and TLC.

**1) Compensation within the block (minor):**

Failure below 2% of the overall pass mark of the course (as determined by the different components of the assessment) shall be considered for a **condonable pass**, provided that the student scores above the overall pass mark in one or more other courses of the block and obtains an overall pass mark in the course.

**2) Compensation within the block:**

Failure of between 2% - 10% below the overall pass mark of the course shall require that the student compensates by remediation. The format of remediation shall be determined by the course committee.

After a successful remediation the Course Lead shall communicate same to the block lead for documentation, including the new overall mark(s) obtained for the course after remediation. Both the initial overall mark and the mark after remediation will be recorded. If a student fails to successfully remediate deficiencies the student shall be required to retake the complete examination of the course.

If a student retakes the examination of the course and is successful, the course lead shall communicate same to the block lead for rectification of the marks/grade. Both the old and the new marks obtained will be recorded.

A student who passes all courses within the block (s) will be allowed to progress to the next year of study.

**3) Resit of the examination:**



Any failure amounting to above 10% or more below the overall pass mark for the course(s) cannot be compensated within the block and the examination must be retaken.

If a student is unsuccessful in a retaken examination, the student shall be allowed to proceed to the next course in the block provided that the student has been successful in prior courses of the block. The student will then be allowed a personal study time as determined by the course lead and attempt the examination again at a suitable date agreed upon with the course lead. All examination questions for a retaken examination must be of the same number and standard as the original examination questions. These questions must be drawn from the bank of questions that have already been standard set and the passing percentage shall remain as that of the original examination. Under no circumstance shall the course lead administer the same set of questions used in the initial examination. At the minimum, one-third of these questions should be new questions.

A student who retakes an examination of a course and is successful shall be allowed to proceed to the next block/year of study.

A student who fails the examination at the second attempt shall repeat the year of study. All expenses for a repeat year of study shall be borne by the student.

A student who fails by a margin of 10% or more below the overall pass mark in up to 50% of the courses of a block shall repeat the year of study.

If the number of courses in a block is 3, or 5 or 7, the lengths of the failed courses shall be taken into account in roughly determining the percentage of failed courses. This may also apply to even number of courses as the case may be.

A student who repeats a year of study and is unsuccessful shall be dismissed from the MD program.

**Timelines:** At the moment, all Blocks are offered only once a year and therefore repeating a course in the middle of a Block poses challenges that need consideration. Repeating a course or a block technically translates into repeating a year. Therefore the following rules shall apply:

All compensation activities and repeat examinations should take place before the end of the block/academic year in which the course(s) is offered. The course lead shall work out appropriate times with the student(s) involved.

Progression decisions and/or repeat of study year shall only be made at the end of the year of study.

#### 42. Years 3 and 4 Clerkships.

The written multiple choice question test at the end of each clerkship (20% of the overall grade) can be compensated within clerkship and a remediation plan can be planned by the course lead if the results are below the pass mark.

If a Year 3 student fails one or more clerkships, he/she will have to successfully repeat the clerkship/clerkships before the start of the year 4 clerkships. If that is not possible, he/she will have to repeat all the clerkships of Year 3.

If a Year 4 student fails one or more clerkships, he/she will have to successfully repeat the clerkship/clerkships before the graduation.



## **18. COURSE ASSESSMENT AND EVALUATION**

43. “Course assessment and evaluation” refers to the formal and summative assessment of student learning in any course, regardless of the specific means used. Great flexibility is available regarding the types of assessments that a Course Lead may choose to employ. Examinations, including final examinations, may include in-class examinations, take-home essay examinations, oral examinations or presentations, or appropriate substitutes such as papers or projects, or any combination thereof, guided only by the appropriateness of the types of evaluation, papers, or projects for the material upon which the student is being assessed.

### **19. Final Examination Procedures**

44. All rules concerning the administration of examinations will be explained to students before the administration of the examination.

45. Any student shall be permitted to review his or her corrected, graded final examination in the presence of a Course Lead. A final examination that is not returned to a student will be kept available by the Course Lead for a period of one year for possible later review.

### **20. Examination Policy Statement**

46. The language of examinations shall be English, except in the specific case of courses designed to teach another language, or in courses specifically designed to provide interpretation into Kazakh or Russian.

47. The communication of results from individual courses after discussion and approval by the CSP and TLC will be done via Moodle from the corresponding Course Leads.

48. Students absenting themselves from an examination or other form of academic assessment without prior approval will be marked as absent and deemed to have made an attempt at the examination. Students absent from an examination without permission will be awarded a mark of 0 (zero) for the examination. Students who are absent without permission from other forms of assessment or who do not submit coursework for assessment within the stipulated deadline will be awarded a mark of 0 (zero) for that assessment.

49. A student who through appropriately documented illness, or other cause acceptable to the School, is prevented from attending any examination may apply to the School to defer assessment. Deferral of assessment must normally be requested within 48 hours of the examination. Administration of deferred assessment shall be agreed to by the Course Lead, but under any circumstances the deferred assessment must take place no later than the end of the second week of the following semester. The student will be assigned a grade of “I” for the period between the granting of a deferred assessment and the submission of a final grade. In the event the student



fails to appear for the deferred assessment exercise, the “I” will automatically convert to a different grade in accordance with the procedures described for grades of “I” above.

## **21. Student Examination Conduct**

50. Students may be required to produce a current NU identity card when entering an examination hall, and to display this card on their desks during the examination.

51. Students are required to observe all instructions given by examiners, supervisors, proctors, or other officers responsible for the conduct of examinations. Specifically, but not inclusively:

1) talking to anyone other than the proctor in the examination room is not permitted;

2) students may not use cell phones, pagers, or any text messaging devices;

3) students must stop working at the end of the time allowed for the examination. Continuing to work on the examination after the allowed time is considered cheating;

4) communicating answers to other students is as serious as receiving answers. Students who assist others are subject to disciplinary actions and penalties as well as those who receive assistance;

5) rules governing materials permitted in examinations will be developed and implemented by NUSOM and by individual Course Lead as approved by the TLC;

6) Plagiarism in all forms is not permitted (see Student Code of Conduct and Disciplinary Procedures).

52. NUSOM has a system in place (as described previously and summarized here) to allow students to re-sit final course examinations; this re-sit requires approval from the Course Lead for the appropriate Course, the CSP and the TLC.

## **22. MD Degree Requirement**

53. To complete the MD program, students are required to pass the set courses for all four years.

54. Satisfactory completion of the MD program requires that the student progresses through a number of distinct stages, each of which is characterized by a key evaluation point. The necessary stages are:

1) satisfactory application to the program;

2) completing all required coursework in the program;

3) satisfactory performance in the qualifying examinations.

## **23. External Examiners**



55. NUSOM may employ external examiners as an element of the quality assurance process. The manner in which external examiners are employed shall be determined by NUSOM and subject to University policies and regulations. NUSOM will secure the services of such external examiners as required to serve their needs.

## **24. Academic Code of Behavior**

56. NU supports the principle of freedom of expression for Course Leads, faculty members involved in teaching the course, and students. The University supports the right of Course Lead to teach and students to learn. Any action which impedes these rights is prohibited. We expect students to:

- 1) arrive on time for class (Course Leads will refuse entry to late-arriving students);
- 2) notify the Course Lead before a class starts if there is a legitimate need to leave class early;
- 3) turn off all cell phones and electronic devices (Course Lead have the right to confiscate cell phones that have not been turned off for the remainder of the class period);
- 4) refrain from talking to other students except during structured classroom activities (Course Lead have the right to direct offending students to leave the classroom);
- 5) refrain from making disruptive noises;
- 6) behave in a respectful manner towards the Course Lead and other students;
- 7) and show respect for the opinions and beliefs of others even if there is disagreement. These guidelines are appropriate for all academic situations, whether in lectures, seminars, tutorials, or in interactions outside the classroom.

57. Additional specific rules of conduct are contained in the NU Student Code of Conduct and Disciplinary Procedures.

58. Students are expected to attend all classes. Each Course Lead is responsible for her or his attendance policy, subject to the requirements of University regulations and School attendance policies. Each Course Lead determines the relationship between class attendance, the objectives of the class, and the student's grade. The Course Lead is responsible for informing students of attendance policies and the impact of attendance on their grade at the start of the semester. The student is responsible for knowing the attendance policy in each course in which she or he is enrolled. Any student request to be absent from class should be submitted to the Student Affairs Office by completing the leave of absence request form with the approval of the course lead and NUSOM Dean. Violation of the Course Lead's attendance policy may result in lowered grades or a Course Lead initiated withdrawal from the course. In the event of a dispute, the matter must be reported to the NUSOM Dean, who will make the final decision regarding resolution of the dispute;



59. Students are not permitted to engage in classroom behavior that interferes with the Course Lead's ability to conduct the class or with the ability of other students to profit from the instruction. Course Lead may devise and implement such rules as they deem appropriate to deal with disruptive classroom behavior;

60. NU has very strict policies on plagiarism and other kinds of academic dishonesty. Plagiarism is a violation of academic integrity in any university setting, but this is especially true in the case of post-graduate programs. Any sort of plagiarism or academic misconduct will be severely penalized.

## **25. Medical Student Code of Professionalism**

61. NUSOM students are expected to honor the NUSOM Code of Student Professionalism in accordance with Annex.

62. Misconduct:

1) The student is referred to Chapter 2 of the Student Code of Conduct and Disciplinary Procedures of the University.

2) Any professional or academic misconduct by any student warranting a disciplinary action will fall under one of three categories: A, B or C.

3) All disciplinary actions that fall under category A shall be dealt with by the course committee. Any disciplinary action recommended under category B or C must be referred to the NUSOM TLC for ratification. It must be recognized that certain acts of misconduct which would ordinarily carry mild disciplinary sanctions in other university program may have more serious consequences in the School of Medicine and would qualify for more serious disciplinary actions within the Student Code of Conduct and Disciplinary Procedures of the University.

## **26. Leave of Absence, Dismissal and Voluntary Withdrawal**

63. Students shall follow the Regulations on Leave of Absence, Dismissal and Voluntary Withdrawal for students of NU.

## **27. Medical Student Dress Code**

64. Health Sciences students, staff, and practitioners are required to place a high value on personal appearance, including attire. The reasons are rooted in concerns for infection control, communication and cultural sensitivity. This document sets forth standards for dress and appearance necessary to meet the service and safety objectives of placing patient welfare first and the educational objectives of preparing the student to assume the role of a professional healthcare worker. Patient trust and confidence in the health care provider are essential to successful treatment experiences and outcomes. The message communicated by the caregiver by his/her dress and appearance plays a fundamental role in establishing this trust and confidence. Students should consider the cultural sensitivities of their most conservative potential patients and present themselves in a manner that will



earn their respect, ensure their trust, and make them feel comfortable. Recent trends in clothing, body art, and body piercing may not be generally accepted by patients, and should not be worn by medical students.

#### 65. General Standards:

1) Name badges identifying a person as a medical student must be worn at all times and clearly visible to those with whom the student is interacting. There is research that suggests wearing the name badge on the right side allows the other person to read the name as the person extends his/her right hand for a handshake.

2) Good personal hygiene is to be maintained at all times. This includes regular bathing, use of deodorants/antiperspirants, and regular dental hygiene.

3) Students should avoid distracting perfumes or colognes (may precipitate allergies or sensitivities).

4) Cosmetics should be used in moderation.

5) Piercing and tattoos should not be visible.

#### 66. Hair Maintenance:

1) Hair should be neat, clean.

2) Hair color should be natural shade (no green, purple, blue, pink, etc). Students contravening that may be requested to change immediately hair color.

3) Hair should be styled off the face and out of the eyes.

4) Shoulder length hair must be secured to avoid interference with patients and work.

5) Students should avoid scarves or ribbons (unless culturally appropriate).

6) Male students should style short hair (not long, not tied).

7) Beards/mustaches must be neatly trimmed.

#### 67. Jewelry:

1) Students should keep jewelry at a minimum (represents potential for cross-infection).

2) The following are permitted: a watch, up to four rings, small earrings (large earrings are distracting and may be pulled through the ear), academic pin/s, other pins, badges, or insignias which represent an award, modest bracelets/s and necklace chains.

#### 68. Dress, Shoes, and Hand Care:

1) Clothing should be clean, professionally styled and in good repair.

2) Men: tailored slacks, dress shirt and necktie are appropriate attire.

3) Women: Dresses, skirts of medium length, tailored slacks, shirt or blouse is the appropriate attire.

4) Shoes must be comfortable, clean and in good repair.

5) A shirt may be left untucked if it has a straight hemline (tunic).

6) Fingernails should be clean and short length. Muted tones of nail polish are appropriate for women. No artificial nails.

#### 69. White Coats:

1) The School will provide a white coat with logo at the beginning of Year 1 and at the beginning of Year 3.

2) The white coat should be clean and pressed.



3) It should be worn appropriately when requested (lab sessions, SPs and patient encounters, simulation).

4) The white coat should not be worn during lectures.

5) Each student should have a second coat of the same style and length of the original one, with no logo.

70. Scrub Suits:

1) These are to be worn in specific patient care areas only (not in the medical school).

2) If a scrub suit must be worn outside these areas, it must be clean and then covered with a clean, white lab coat. Shoe covers, masks, and hair covers must be removed before leaving the clinical area.

3) Stained or soiled scrub suits must be changed as soon as possible (source of contamination).

71. The Following Items Are Specifically Prohibited In The Hospital Or Clinic Situations:

1) Sandals or open toed shoes, high-heeled or canvas shoes (blood or needles may penetrate the fabric).

2) Midriff tops, tee shirts, halter, translucent or transparent tops, shorts or tops with plunging necklines, tank tops or sweatshirts.

3) Buttons or large pin (could interfere with function, transmit disease or be grabbed by the patient).

4) Extremes in neckline (cleavage) or hemlines (crop tops) are inappropriate. Dress sweaters may be worn.

5) Leggings, jeans style or colored denim pants, shorts, Bermudas, stretch tights or athletic clothing (sweats or jogging outfits) are not appropriate.

## **28. Withdrawal of Degree**

72. University reserves the right to withdraw an awarded degree should there be discovery of academic misconduct.

73. At the time a degree is withdrawn from a former student, public notification is made.

## **29. Final provisions**

74. Issues that are not covered in these Policies will be regulated by the University internal policies and regulations and Handbook.





## **Annex to Academic Policies and Procedures for the Doctor of Medicine Program**

### **NUSOM Code of Student Professionalism**

#### **1. Preamble**

1. As NUSOM students, we recognize that personal and professional integrity are vital both to the practice of medicine and to the conduct of our everyday lives. We also understand that personal and professional issues may challenge our integrity at various times throughout our careers. To help confront these challenges, we have created the NUSOM Code of Student Professionalism that makes explicit the values of this community and our responsibilities within it. These core values are simple: trust, integrity, and respect. We accept the responsibility of upholding the standards and ideals of the Code of Professionalism, which seeks to support and reflect our respect for each other and for our patients.

2. To maintain an atmosphere of trust, integrity, and respect, we must be willing to face situations that may be uncomfortable. Part of our training must be to learn to confront those who violate our principles and compromise the integrity of our community. Even if difficult, we must embrace this responsibility or be ourselves in violation of the Code of Professionalism because of our failure to act.

3. We realize that, as part of the NUSOM community, our actions affect those around us and influence the quality of the institution. We understand that membership in this community is contingent upon our commitment to the Code of Professionalism and its principles of professional behavior and academic integrity. We illustrate this by signing the Code of NUSOM Student Professionalism pledge card.

#### **2. General Principles of Professional Conduct**

4. Our professional relationships should be based on mutual respect and concern. We must strive to maintain, to the greatest degree possible, an atmosphere of intellectual openness, honesty, and sincerity, recognizing that differences will inevitably exist. Everyone we encounter, whether that person is a fellow student, faculty member, staff member, or patient, must be treated with the same level of respect, regardless of belief, practices, or identity. We must consider how our words and actions affect both our patients and peers.

5. The spirit of cooperation is integral to the medical profession and the foundation of our educational experience. We must promote an atmosphere of cooperation that reflects our core values in the classroom and on the wards in order to optimize both our collective learning and the delivery of patient care. As medical



professionals in training, we must strive to uphold the highest standards of the medical profession. These include, but are not limited to, student responsibilities in the areas of honesty, cooperative and respectful collegial relationships, nondiscrimination, confidentiality, appropriate consultation and representation, proper sexual conduct, recognition and appropriate handling of issues of impairment, research integrity, and avoidance of conflicts of interest.





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