



الجامعة الوطنية

National University

Science & Technology للعلوم والتكنولوجيا

COLLEGE OF MEDICINE AND HEALTH SCIENCES

STUDENT HANDBOOK 2021-2022

MD PROGRAM

(For students admitted to the program before the academic year 2019-20)



STUDENT HANDBOOK 2021-2022





COLLEGE OF MEDICINE AND HEALTH SCIENCES

Student Handbook 2019-20

MD PROGRAM

(For students admitted to the program before the academic year 2019-20)



Proposed by:

Dean, College of
Medicine and Health Sciences

Approved by:

Deputy Vice-Chancellor
& Provost

Last Updated: 30th of August 2021

Message from the Dean

On behalf of our faculty and staff, with great honour and pleasure, I welcome you all to the start of a new and fruitful academic year. I would also like to take this opportunity to welcome all the new students to our Suhar campus.

College of Medicine and Health Sciences, one of the region's premier institutions, aims at providing you with full opportunity to receive a high quality education enabling you to become future leaders in the chosen area of medical profession.



The College of Medicine and Health Sciences has an outstanding group of faculty and staff, committed to our mission and who will do all the best to help you to excel in your studies and future career. At the same time, it's also the student's responsibility of fully engaging in the learning process to achieve the aims and outcomes of the program.

This Student Handbook contains a summary of the College rules and regulations. Students are expected to read, understand and comply with the provisions of the Student Handbook and to be guided by the rules and regulations as mentioned in this handbook. If you have any questions or concerns, please let us know.

I hope you will enjoy the campus experience and classroom challenges while helping one another to develop skills to become global citizens who will work for the betterment of society. I encourage you all to manage your time optimally, make good choices and balanced decisions, and set high standards for yourself. Also remember to spend some time to reflect on your experiences.

Last, but not the least, I wish you all success in the new academic year.

Prof. Mohammed Ali Al Shafae
Dean, College of Medicine and Health Sciences

Table of Contents

| | |
|--------------------------------------------------|----|
| National University of Science & Technology..... | 9 |
| Vision, Mission and Values of NU..... | 10 |
| Graduate Attributes..... | 10 |
| COMHS Mission Statement..... | 11 |
| Aims of the MD Program..... | 11 |
| MD Program Learning Outcomes (PLO)..... | 12 |

1. GENERAL INFORMATION

| | |
|-------------------------------------------------|----|
| 1.1 Academic Calendar and Course Timetable..... | 13 |
| 1.2 Computer Facilities..... | 13 |
| 1.3 Counseling and Academic Advising..... | 14 |
| 1.4 Dean's List..... | 14 |
| 1.5 Fees and Other Charges | 14 |
| 1.6 Health and Safety..... | 16 |
| 1.7 Hostel facilities..... | 17 |
| 1.8 Identification Card..... | 17 |
| 1.9 Library Facilities..... | 18 |
| 1.10 Cafeteria services..... | 18 |
| 1.11 Parking..... | 19 |
| 1.12 Prayer..... | 19 |
| 1.13 Smoking..... | 19 |
| 1.14 Student Affair Department..... | 19 |
| 1.15 Student Files..... | 21 |
| 1.16 Student Lounge..... | 22 |
| 1.17 Telephones..... | 22 |
| 1.18 Textbooks and Required Supplies..... | 22 |
| 1.19 Transcripts..... | 23 |
| 1.20 Transportation..... | 23 |
| 1.21 Visitors to Campus..... | 23 |

2. ACADEMIC RULES AND REGULATIONS

| | |
|----------------------------------------------------------|----|
| 2.1 Academic and Professional Standards..... | 24 |
| 2.1.1 Code of Professionalism and Oath of Integrity..... | 25 |
| 2.1.2 Dress Code..... | 26 |

STUDENT HANDBOOK 2021-2022

| | | |
|-------|--------------------------------------------------------------------------------------------------------|----|
| 2.1.3 | Attendance and Excused absence | 27 |
| 2.1.4 | Academic dishonesty and misconduct | 30 |
| 2.2 | Grievances | 33 |
| 2.3 | Student Appeal against Grades or Coursework evaluations | 34 |
| 2.4 | Transfer Policies | 34 |
| 2.5 | Advancement and Progression Policies | 35 |
| 2.5.1 | Advancement from General Foundation Program to the MD Program | 36 |
| 2.5.2 | Progression in the Pre-Medical phase (MD1 & MD2) | 36 |
| 2.5.3 | Advancement from MD2 to MD3 (i.e., Premedical to Preclinical Studies) in the MD Program | 40 |
| 2.5.4 | Advancement from MD3 to MD4 within the Preclinical years of the MD Program | 40 |
| 2.5.5 | Advancement from MD4 to MD5 (i.e., Preclinical Studies to Clinical studies) in the MD Program | 41 |
| 2.5.6 | Advancement from MD5 to MD6 in the MD Program | 42 |
| 2.5.7 | Completion of the Final Clinical Year | 42 |
| 2.5.8 | Conditions for discontinuation from the MD Program on academic grounds | 43 |
| 2.5.9 | Procedure for issuing probation, and discontinuation letters on academic grounds..... | 43 |
| 2.6 | Adding or Dropping Courses in the Pre-Medical Phase..... | 44 |
| 2.7 | Examination Policies..... | 44 |
| 2.7.1 | Scheduling of Examinations..... | 45 |
| 2.7.2 | Protocols for Examinations..... | 45 |
| 2.7.3 | Makeup Policy..... | 45 |
| 2.7.4 | Final Examinations..... | 46 |
| 2.7.5 | Marking of Examination Papers..... | 46 |
| 2.7.6 | Review of Examination Papers and Graded Assessments – Feedback to Students..... | 46 |
| 2.8 | Grades..... | 47 |
| 2.9 | Remedial Courses..... | 50 |
| 2.10 | Postponement of Studies..... | 50 |
| 2.11 | Withdrawing from Courses..... | 51 |
| 2.12 | Leaving the MD Program..... | 51 |
| 2.13 | Dismissal from MD Program on non-academic grounds..... | 52 |
| 2.14 | Graduation Policies..... | 52 |
| 2.15 | MD Program Degree Plan | 53 |

The National University of Science & Technology (NUST)

The National University of Science & Technology, the rising star among private Universities in Oman commenced its operations in September 2018 and has successfully inducted the first cohort of students for Foundation Program. The Ministry of Higher Education had accorded permission to establish the University by combining two professional colleges in Oman renowned for their excellence in Education & Research. The Colleges are:



- **Caledonian College of Engineering**
- **Oman Medical College (MD program and Pharmacy program)**

The launching of the new University is a significant milestone in the manifestation of social commitments of its founders - Sheikh Salim Al Fannah Al Araimi, Dr. P. Mohamed Ali, and the family of late Mohamed Rasheed Al Fannah Al Araimi. The new National University of Science & Technology (NUST) now includes the following colleges:

- **College of Engineering**
- **College of Medicine and Health sciences**
- **College of Pharmacy**
- **School of Foundation Studies**

The College of Medicine and Health (COMHS) has an academic partnership with the West Virginia University (WVU). WVU participates in oversight of the curriculum, academic standards, and college's quality assurance.

This student Handbook summarizes the policies and procedures related to students in the MD program and their education at COMHS. Additional rules and regulations may be posted on campus notice boards and signs or distributed as handouts to students.

Students are responsible for knowing, understanding, and following the college's rules and regulations.

Vision, Mission and Values of NU

Vision

To be an internationally recognized University renowned for its excellence in education and research, driven by social values.

Mission

Transform students into global citizens with a quest for knowledge and its application, for the betterment of society.

Values

Personal Values

- Individual Identity
- Honesty
- Integrity

Institutional Values

- Foster Student Satisfaction
- Impeccable Workplace Ethics
- Equity and Fairness

Social Values

- Social Responsibility
- Sustainable Environment
- Community Outreach

Graduate Attributes

- **Knowledgeable and competent** in the subject area
- **Solution seekers:** Critical thinkers and researchers with confidence in developing expert/professional solutions
- **Lifelong Learners:** Mastering independent learning skills for career development and professional advancement

- **Confident & Adaptive:** Effective communicators and adopt to emerging technologies and economic scenarios
- **Ethical Practice:** Exhibit high level of professionalism and ethical behavior
- **Entrepreneurs & Responsive Citizens:** Change agents with creative ideas and sense of social responsibilities

COMHS Mission Statement

The mission of COMHS is to educate future doctors and healthcare professionals who will be competent to:

- Provide humanistic and patient centered quality care to address regional and global health needs
- Advance scientific knowledge by conducting research that is relevant to the health needs of the community
- Pursue the tenets of lifelong learning through postgraduate and continuing medical education programs

Aims of the MD Program:

The MD Program prepares its graduates for their professional career in order to:

1. Practice medicine as dedicated healthcare professionals and biomedical scientists who are able to combine the scientific knowledge, understanding and clinical and communication skills with caring, compassionate and professional approach to patients and the public;
2. Carry on further professional development, research and be a lifelong learner;
3. Innovate and contribute to solve health care challenges of the population;
4. Be active and involve in healthcare organizations, civil society and the community at large;
5. Become future leaders in their chosen area of medical profession.

MD Program Learning Outcomes (PLO) - Adopted and Modified from ACGME:

1. Patient Care:

Students must be able to provide care that is compassionate, appropriate, and effective for treating health problems and promoting health.

2. Medical Knowledge:

Students must demonstrate knowledge about established and evolving biomedical, clinical, and cognate (e.g., epidemiological and social-behavioral) sciences and the application of this knowledge in patient care.

3. Interpersonal and Communication Skills:

Students must demonstrate interpersonal and communication skills that facilitate effective interactions with patients and their families and other health professionals.

4. Professionalism:

Students must demonstrate a commitment to professional service, adherence to ethical principles, sensitivity to patients, and maintain personal health and well-being.

5. Practice-Based Learning & Improvement:

Students must be able to investigate and evaluate their patient care practices, appraise and assimilate scientific evidence, and improve their practice of medicine.

6. Systems-Based Practice:

Students must demonstrate an awareness of and responsiveness to the larger system of health care and demonstrate the skills needed to improve the health of specific populations.

Section 1 – GENERAL INFORMATION

1.1 Academic Calendar and Course Timetable

The premedical courses of the MD Program are conducted on a semester system. This system consists of 2 semesters of approximately 17 weeks (fall and spring) and an 8-week summer semester. There are school breaks for students between semesters.

The medical courses are conducted on a continuous basis; in other words, they do not follow a semester system. Preclinical students are provided two short school breaks during the academic year. Clinical students complete their coursework with limited breaks.

The normal academic year begins in late August/early September and ends in July. A detailed academic calendar is given to students at the beginning of the school year. A course timetable is given to students at the beginning of each course and is posted on the college's intranet site SOLE (Secure Online Learning Environment).

Most classes are scheduled normally between 0800 and 1630 h. However, classes can be scheduled at other times, if deemed necessary by the college administration. Clinical students are required to be in the hospital at 0700 h. They also are required to attend "night duty" in the hospital/clinic from 1800 to 2200 h on a rotating basis.

COMHS adheres to the same holiday schedule as the government sector. The academic calendar does not provide details of the holidays. The dates of official holidays are announced to students once the dates of holidays are determined by the government. COMHS operates on a shortened daily schedule during Ramadhan. The class schedule during Ramadan is provided to students in advance.

1.2 Computer Facilities

The Suhar campus is a Wi-Fi enabled campus. All computer facilities, including the internet and SOLE (the college's intranet) are accessible with a wireless internet connection. Students are expected to use SOLE and to know the information posted on SOLE. Students are expected to have a personnel laptop computer. To ensure compatibility of student laptops with the college's wireless-computer system and to protect the college's IT environment, students must follow the policies of the IT Department. IT staff will assist students with questions and problems related to student laptop computers, including software problems and minor repairs. However,

COMHS is not responsible for the performance or technical support of student laptop computers. Desktop computers and printers are available in the college campus for general use by students.

Email Accounts. Students receive NUST email accounts. Students are responsible to check their email accounts regularly for announcements from the course directors and also college administration. Guidelines for the use of email are found in the IT handbook available with the IT department head.

1.3 Counseling and Academic Advising

Student with academic difficulties, psychological, personal and social problems are advised to approach the counselling center in the college which has trained counsellors to help the students facing such problems. The college also provides each student with an assigned faculty member as an Academic Advisor. The primary goal of academic advising is to assist students in planning meaningful academic activities to obtain the desired degree. It is the responsibility of the students to regularly meet their assigned advisor. Nonetheless, students are ultimately responsible for the successful completion of curricular requirements and should frequently check to ensure that they are making satisfactory progress towards fulfilling their degree requirements.

1.4 Dean's List

Each year, the Dean reviews the academic performance of students and places the best students in each class on the Dean's List (based on student grades during the previous academic year). The Dean's List is limited to students achieving a yearly GPA of not less than 3.5 and upto a maximum of 10% of each class. The students in the dean's list will be awarded a certificate of honor.

1.5 Fees and Other Charges

Fees are subject to change annually. All fees are payable during course registration. Any student failing to complete registration during the normal registration period is charged a late fee of OMR 25. No student is permitted to register after two weeks of the beginning of classes. No student is admitted to class until all fees are paid in full.

Refund Policy:

Students who withdraw from the Program;

- Before the first day of classes, 90% of the paid tuition fees are refunded
- By the mid of semester, 50% of the paid tuition fees are refunded

Students who withdraw from a course;

- On or before the dates specified for the course withdrawal, the paid fees are retained and applied to a repeat of the same course. If the withdrawal occurs after the specified dates, then no refund of fees is done. Re-payment is required to repeat the course.
- No refund will be made if the withdrawn courses are not repeated

If the student postpones the study for a year or semester before the mid of the semester, the paid fees will be retained and applied to the tuition fees upon rejoining.

Tuition Fees: Tuition fees cover the cost of academic services. The tuition fee for the MD Program per credit hour is OMR 200 for private students and OMR 220 for the international students (From the enrolment year 2018-19 onwards).

Other Fees:

| | |
|-----------------------------------------------------------|---------|
| Registration Fee (Non-Refundable) | OMR 50 |
| Registration Fees for Advanced Placement (Non-Refundable) | OMR 200 |
| Replacing lost hostel room key | OMR 25 |
| Replacing lost or misplaced lab coat or goggles | OMR 10 |
| Duplicate transcript (by express courier): | OMR 26 |
| Duplicate transcript (in person): | OMR 6 |
| Replacement of Degree Certificate (by express courier): | OMR 80 |
| Replacement of Degree Certificate (in person): | OMR 60 |

1.6 Health and Safety

The Suhar campus has health facility which includes a clinic staffed by a physician and a nurse to handle minor and routine health issues. Additional health services are available through the Suhar Regional Hospital and local clinics.

Health Insurance: The college does not maintain health insurance coverage for students. Omanis are covered by the Omani National Health Service. Expatriates are expected to have their own health insurance. Students are responsible for all costs associated with their health care, including the cost for vaccinations required before students participate in clinical courses.

General Safety Guidelines:

- Observe health and safety guidelines at all times.
- Report all accidents and hazards to the administration and faculty.
- Wear proper safety and protective equipment/clothing in laboratories at all times.
- Follow instructions given by the staff responsible for health and safety.
- Familiarize yourself with first aid and fire emergency procedures.
- Highlight any potential dangers to visitors and other students.
- Make suggestions to improve health and safety.

First Aid: First aid kits are kept in the science laboratories and Student Health Facility/ clinic.

Accidents: Health and safety officer must be informed immediately about any accident. An accident report form must be completed with details of any incidents that occur.

Fire Regulation: Fire evacuation drills are carried out on a regular basis and must be taken seriously. If you discover a fire or suspect a fire:

- Sound the alarm by breaking the glass in the nearest fire alarm.
- Send another student to alert a teacher or administrator.
- To call for internal emergency dial 95419292 or 99099539 or 96560704.
- Summon the fire department by dialing 9999.
- Put out the fire with a suitable fire extinguisher, only if it is safe to do so.

If you hear a fire alarm:

- Leave the building by the nearest exit and go to the nearest fire assembly point.
- Do not run and do not use the lifts.
- Inform a staff member if there seems to be a missing person.
- Do not reenter the building until officially informed that it is safe to do so.

1.7 Hostel facilities

Students can live either on-campus or off-campus at their personal choice. A limited number of supervised on-campus accommodations are available for female students. Students seeking on-campus accommodation are required to pay a refundable deposit of OMR 200. The current schedule of hostel fees is available from the Finance Department. Students who decide to live in the on-campus hostel are required to follow the college's hostel rules, which are posted inside the hostel. Students who break the hostel rules are subject to disciplinary action for misconduct.

COMHS does not have on-campus housing for male students. Male students are required to find their own accommodation off-campus. COMHS cannot take responsibility for the safety or behavior of any student (female or male) living outside the campus

1.8 Identification Card

The COMHS identification (ID) card is required to access the library and laboratories. While participating in off-campus educational activities, the ID card must be displayed prominently on the student's hospital coat at all times. Students who fail to properly display their ID card are dismissed from the class. The dismissal is treated as an unexcused absence. Students who repeatedly fail to properly display their ID card are subject to disciplinary action for misconduct. Damaged or lost cards must be replaced and are subject to a replacement fee (OMR 1). Students should go to campus manager to report a lost or stolen card.

1.9 Library Facilities

The current library schedule and policies are posted near the library entrance.

Borrowing Policies: Students can borrow books and other specified resources from the library, as stated in the posted library policies. Books should be returned to the circulation desk on or before the due date stamped in the book. Borrowed books may be renewed provided that the books have not been requested by other students, faculty, or staff. Reserve books are for use in the library. In some cases, students may borrow reserve books overnight but the books must be returned before 0900 h on the following day. Reference materials and journals are for use within the library only: they cannot be borrowed.

Other Library Services: The library can arrange interlibrary loans of books and can obtain journal articles from regional medical libraries. Students interested in these services should contact the circulation desk. Students also can use the online WVU Health Sciences Library to access online journals and databases. Access is through the COMHS library homepage on SOLE. Photocopying is available in the library. Prepaid cards for the photocopier can be purchased from the circulation desk.

Overdue Notice and Fines: Students should check their email accounts for overdue return notices. For overdue books, students are charged a fine of OMR 0.100 per working day per item for the first week and OMR 0.200 per working day per item beyond this period. If the books are not returned within 15 days from the due date, the student's borrowing privileges are suspended until the fines are cleared.

1.10 Cafeteria services

The cafeteria in the campus is open from 0700 to 2200 h every day of the week. All meal purchases are made in cash. The cafeteria committee meets regularly for issues concerning the cafeteria.

1.11 Parking

At Suhar campus, free parking is available inside the campus. All students, staff, and visitors are expected to park in designated spaces only. Bricked walkways and other bricked areas around the building are no-parking zones.

1.12 Prayer

Prayers rooms are available on campus. Classes continue during prayer times without a break. A desire to pray is not a legitimate reason for missing class, being late for class, or leaving the class.

1.13 Smoking

National University of Science and Technology (NU) is committed to providing a healthy, safe and comfortable environment, recognizing the right of all to be in a smoke-free environment, protected from the dangers of tobacco smoke.

Smoking within the University or college/school campuses, including all college buildings and grounds, is prohibited. NU has zero tolerance to smoking within campuses, and for any violations, NU reserves the right to initiate appropriate disciplinary action. For further details, please refer to the 'No smoking policy' of the University, available with the Campus manager, which covers all users of the campus, including students, staff, visitors, contractors, and guests.

1.14 Student Affairs Department

The Student Affairs Department, serves as primary source of information and advice about co-curricular opportunities and resources for students. It assists and encourages the college students in becoming involved in campus life, conducts leadership development programs, manages finances for various student activities, educates students about college policies, and advises on students' extra-curricular event's calendar on yearly basis. Thus the various functions of the student affairs department can be summarized as:

- Provides newly joined students with full guidance and information to be oriented in college life.
- Facilitates and supervises the process of the yearly elections of Student Advisory Committee. It also establishes the planning, budget estimation and conducting the student committee activities in the college.
- Manages the International Student group throughout the academic year for their campus life, and entertainments activities during the short holidays.
- Co-ordinates with the Community engagement office to support the students in their growth as leaders and builders of strong community through participation in various community outreach activities.
- Encourages students' creativity and self-efficacy in organizing international programs independently organized events like Technology Entertainment Design (TEDx) and internal projects.
- Maintains the alumni database and manages the alumni network activities throughout the academic year

Student Advisory Committee:

Student Advisory Committee - is the students' representative, and the authority that oversees and supervises all activities and concerns involving the students of the College. It serves as the link between the college students and the Administration, supervised by the Students Affairs Department of the College. The elections to the student take place as per the Organizational Guide for Student Advisory Committee in Higher Education Institutions. The Student Affairs department arranges these "Election Day". The main Student Committee positions are: Chair of student Advisory committee of COM&HS and four members and Sub-Committees and Club members. Furthermore, the class representative and local officers' for internal committees for Federation of Medical Students' Associations (IFMSA) are also elected.

Medical Students' Community – Oman

The Medical Students' Community – Oman is an autonomous group of Medical Students in Oman, which is a full National Member Organization in the International Federation of Medical Students' Associations (IFMSA). IFMSA is the world's oldest and largest independent organization representing associations of medical students internationally and recognized as a non-governmental organization within the United Nations system and the World Health Organization.

Medical Students' Community – Oman (MedSCO) currently operates through five of the six IFMSA Standing Committees, each having a Local officer appointed to represent COMHS Students, and they are:

- Medical Education (SCOME)
- Public Health (SCOPH)
- Human Rights and Peace (SCORP)
- Professional Exchange (SCOPE)
- Research Exchange (SCORE)

Student Extra-curricular Activities

Students are encouraged to participate in extra-curricular activities to broaden their horizons and to develop lifelong leadership, interpersonal and community skills. Extra-curricular activities are organized through student affairs department and community engagement office. Student must have signed permission of their parents or guardians to participate. The permission form is available from the office of the Campus Manager.

Community Engagement Office

This office is responsible for student activities such as blood donation campaigns, health awareness campaigns which are held outside the college campus.

Sports and Recreation

Limited recreational facilities are available on-campus for sports. Students are encouraged to develop their own recreational interests through the formation of student clubs and activity groups. The college may sponsor recreational activities off-campus, if a sufficient number of students are interested.

1.15 Student Files

Student files are the property of COMHS. Students and parents may review a student's files with the Registrar, but cannot remove any of the contents under any circumstance. If a student feels their file contains inaccurate information, the student may write a statement and have it included in the file.

1.16 Student Lounge

Well-furnished student lounge is available near the cafeteria which can be used for study, discussions or just for relaxation.

1.17 Telephones

Students are permitted to bring GSM's to campus and to use them on their own time. However, the use of a GSM during class is not permitted. GSM's must be turned off or switched to "silent mode" during class. Students who receive or make calls during class are subject to disciplinary action for misconduct.

1.18 Textbooks and Required Supplies

COMHS provides textbooks to students either as "loaned" books or "gifted" books, according to the following policies:

- Loaned textbooks are distributed by the library at the beginning of a course. Loaned textbooks must be returned to the library within two working days of the final course examination and signed for by the librarian.
- Students who do not return a loaned textbook within this time period will not receive their exam results until the book is returned. If a book is not returned before the beginning of the following semester, the student will be charged for the book.
- Students who highlight portions of a loaned textbook, write notes in the margins or damage the book in any way must pay for the book.
- Students who withdraw from a course before the end of a semester must return the loaned textbooks to the library before having their withdrawal form approved by the administration.
- Students who do not return loaned textbooks will not receive textbooks during the following semester.
- Certain advanced textbooks are gifted permanently to students. Students are only provided one free copy of these books; if the books are lost or damaged, replacement books must be purchased.
- Some required supplies are given to students by the college (for example, laboratory and hospital coats). However, other required items and supplies must be purchased by the students (for example, Stethoscopes).

1.19 Transcripts

A student's academic record is called their transcript. The transcript is part of the permanent student file. After graduation, COMHS issues an official copy of the transcript to each graduate. If students leave the College before graduation, a copy of their transcript is made available to them upon request.

To request an official transcript, students can come in person or write to the Registrar and fill out the appropriate form. Transcripts cannot be requested by telephone or email. The signature of the student or guardian must appear on the request. A minimum of three working days is required for processing a transcript request. Transcripts are not provided to students who have any kind of financial obligation or "hold" (e.g. unreturned locker key or library books) at COMHS.

The first transcript is free. Subsequent transcripts require payment of fees as follows:

| | |
|------------------------------------------|--------|
| Official transcript via courier | OMR 26 |
| Official transcript, picked-up in person | OMR 6 |
| Faxed transcript (unofficial) | OMR 2 |

1.20 Transportation

Students who live off-campus must arrange their own transportation to the College. The Suhar campus provides transport for students from the main College building to all off-campus sites of clinical training. Hostel students are provided transport off-campus with an escort at least once a week, to do shopping.

1.21 Visitors to Campus

Visitors must obtain a visitor's pass from the security guard at the College gate. Visitors cannot attend classes without prior approval by the administration and consent of the instructor. Visitors to the hostel must report to the housemother and must follow the hostel rules. Students are responsible and accountable for the actions and behavior of their visitors.

Section 2 – ACADEMIC RULES AND REGULATIONS

COMHS is obligated to evaluate students as thoroughly as possible with regard to their academic and professional knowledge and skills, their integrity, and their suitability for the practice of medicine. Students have the right to know how they will be evaluated, how progression through the program will be judged, and their rights and responsibilities at COMHS. It is the student's responsibility to monitor their own academic progress. Parents who wish to discuss their student's progress should contact the appropriate administrator or heads of department for an appointment.

2.1 Academic and Professional Standards

All students should:

- Fulfill the requirements for satisfactory academic progress as outlined in the policy on Academic Advancement and Progression
- Follow the Code of Professionalism
- Follow the Oath of Integrity
- Comply with the College rules on procedures, conduct, and appearance
- Comply with all local and national laws, rules, and decrees

By enrolling in COMHS-NUST, the student accepts the college's academic requirements and criteria for graduation. It is the student's responsibility to know and meet these requirements and criteria. It also is the student's responsibility to inform the administration of any serious problem that would hinder their satisfactory progress.

Failure to follow the college's rules or failure to meet the college's academic requirements can lead to a delay in advancement, academic probation, suspension, or dismissal from the college.

2.1.1 Code of Professionalism and Oath of Integrity

COMHS-NUST embraces a Code of Professionalism and an Oath of Integrity for all students which provide the foundation for proper lifelong professional behavior. This behavior is to be consistently maintained at its highest level at all times, both inside and outside of the college.

Code of Professionalism: Students should have the following behaviors at all times:

- **Honesty and Integrity:** Honesty in action and in words, with oneself and others.
- **Accountability:** Punctuality in reporting to class and being well prepared for classes.
- **Responsibility:** Prompt, prepared, and organized. Serious and diligent in completing assigned goals and tasks.
- **Respectful and Nonjudgmental Behavior:** Courteous and civil to all people. Tolerant of diversities in culture, nationality, gender, sexual orientation, religion, political views, age, ethnicity, and race.
- **Compassion and Empathy:** Respectful to others and also aware of their feelings.
- **Maturity:** Ability to manage relationships and interpersonal conflicts appropriately. Capability to maintain appropriate personal and professional boundaries.
- **Skillful Communication:** Use of verbal, non-verbal, and written communication skills that are effective and appropriate to the prevailing cultural setting. Ability to seek feedback to confirm that communicated information has been understood.
- **Self-directed learning and appraisal skills:** Demonstrate commitment and ability to be a lifelong learner. Honesty in evaluating own behavior, performance, skills, and knowledge. Advantageously use all opportunities for self-improvement
- **Confidentiality:** Successfully preserve appropriate confidentiality of information related to patients, peers and faculty.

Oath of Integrity: All new students must sign the Oath of Integrity on entering COMHS-NUST as a medical student. This is a declaration of their intent to follow a higher code of conduct than the general public. It begins their development as healthcare professionals. The student's signature indicates his/her pledge to abide by this Oath of Integrity. The oath document will be part of the registration process conducted by the Registrar's Office at COMHS. COMHS- NUST Oath of Integrity is stated below:

"As an entering medical student at College of Medicine & Health Sciences (National University of Science & Technology), I understand that I am responsible for my behavior and that I must uphold the highest standards of academic and professional integrity throughout my education and the remainder of my professional life. I understand that, to maintain my own standards and those of College of Medicine & Health Sciences (National University of Science & Technology) and the medical professions, I am obliged to monitor my own conduct and that of my peers.

2.1.2 Dress Code

COMHS-NUST places a high value on personal appearance including the attire of students and staff. The college's dress code sets standards for dress and appearance which are necessary to meet the service and safety objectives of patient welfare and the educational objectives of students. The dress code also reflects the norms of Islamic culture and Omani society. Students who do not adhere to the dress code during a class can be dismissed from it. Such dismissal is treated as an "unexcused absence". Refusing to follow the dress code is considered misconduct.

General Standards for Dress: Good personal hygiene must be maintained at all times. Clothing should be clean and in good repair. Hair should be neat and clean. Fingernails should be clean and trimmed. Students should avoid using strong perfumes or colognes. The faces of students must be visible at all times in all college facilities, including hostels.

- Male students should keep beards and mustaches neatly trimmed. Long hair or pony-tails are not permitted.
- Female students should keep hair styled off the face and out of the eyes. They should wear full-length skirts, jeans, or tailored slacks. Shirts, blouses, and other tops should cover the shoulders and midriff.
- The following items of clothing are prohibited for all students.
 - Shorts, or short skirts (miniskirts)
 - Bare midriff tops; tee shirts; halters; translucent or transparent tops;
 - Sleeveless shirts or tops, shirts or tops with plunging necklines, or tank tops
 - Tight-fitting tops or pants
 - Burqas or veils covering the face (nikhab)

Additional Requirements for Laboratory Activities: Students must wear a laboratory coat during all laboratory activities, including laboratory examinations. To protect against accidental injury, students are prohibited from wearing high heels, slip-on sandals, open-toed shoes, or canvas shoes.

Additional Requirements for Clinical Activities: During clinical training, student clothes must be functional for conducting medical procedures. Students must wear a clean hospital coat and properly display their ID tag. For infection control purposes, it is extremely important that female student clothes must not drag on the floor. Male students must wear either a "dishdasha" and "mussar" or a dress-shirt and tie. Limited jewelry is to be worn and must not interfere with conducting medical procedures. Shoes must be comfortable, with flat soles, and cover the toes.

2.1.3 Attendance and Excused absence

Students are required to attend all scheduled course activities. Attendance is regularly monitored. COMHS-NUST has zero tolerance for lateness; students who arrive late to class can be marked absent. Attendance is considered when assigning grades for professionalism. A student who signs an attendance sheet for another student has committed a serious form of dishonesty and is subject to disciplinary action.

The following points are important regarding attendance:

- Students receive a warning letter if more than 10% of scheduled classes are missed for any reason.
- Students are not permitted to sit the final Course examination if more than 20% of scheduled classes are missed for any reason. They will receive a grade of F (fail) in the course.
- The student who misses any assessment with an unexcused absence receives a grade of "zero" on that assessment.

Requests for an excused absence must be accompanied by written documentation. Students cannot obtain an excused absence from their instructors.

The following are College rules on excused absences:

- Medical leave certificates given by a physician at a government hospital. The leave certificate must show a diagnosis and indicate how many hours or days of leave are being given. The certificate must be signed by the physician and stamped by the clinic or hospital. Requests for medical leave must be accompanied by evidence of significant illness, such as, a clinical report that provides information about the illness. **College of Medicine & Health Sciences has appointed a panel of college physicians to review the medical leave request and supporting documents of any student, and to refuse a medical leave certificate that the panel considers to be unjustified or fraudulently obtained.**
- Emergency hospitalization or clinic treatment, accompanied by a properly-signed report from the hospital or clinic.
- Prior- scheduled appointments with a medical specialist at a government referral clinic or hospital (Suhar hospital). If the scheduled clinical appointment conflicts with a prior-scheduled examination, the students must provide convincing evidence to justify the clinical appointment scheduling.
- Excused absences are also given for deaths in the family. Three days are allowed for the death of a father, mother, grandmother, grandfather, sister, brother, son or daughter. Two days are allowed for the death of an uncle, aunt or cousin. Presentation of proof of death from the relevant authority is required. The Leave issue from the date of death in the family.

- Requests for an excused absence and supporting documents must be submitted within two school days of the student's return to classes. Students who delay turning in their request will not be given an excused absence. Undocumented illnesses are not accepted as valid excuses for being absent.
- Pretending to be ill in order to miss a scheduled examination is academic dishonesty. At the same time, it is solely the student's responsibility to judge whether he/she is well enough to write an examination. A student who is sick before an examination but who chooses to attend the examination will not be granted a makeup examination at a later date, even if the student has documented evidence of illness.

- **Students Who Miss an Examination Due to Illness or Injury:**

Students who become severely ill before a scheduled examination must notify the instructor and academic affairs office. Except when the student is completely incapable of notification, the notification must be made by the student and not by a relative or friend. The illness must be supported by written documentation. This written documentation will be reviewed by a panel of college physicians, who may also interview the student and consult with the student's physician, in order to judge the validity and severity of the student's illness. Permission to miss the examination is based on the decision of the panel of college physicians.

Minor medical conditions are not acceptable excuses for missing an examination. Students without permission to miss the examination will receive a grade of zero on the examination and are not permitted to makeup the examination. Further, pretending to be ill in order to miss a scheduled examination is an academic dishonesty. Such students will be investigated and if warranted penalized for academic dishonesty.

Procedures for Applying of Excused Absence:

- The student to collect the Excused Absence form, from the Office of the Assistant Dean for Pre-Clinical Affairs.
- The form must be filled by the student, and attached with the Original copy of the Medical Certificate and the Medical Report.

- The student has to meet her/his Academic Advisor and get the form signed by the academic advisor,
- The student then submits the form back to the same office.
- The decision of the medical panel will be communicated to the student and also to the course coordinator.

2.1.4 Academic dishonesty and misconduct

Academic Dishonesty: COMHS-NUST expects all students to share its commitment to honesty, integrity, and the search for truth. COMHS-NUST does not tolerate dishonest practices, including, but not limited to, plagiarism, cheating, forgery, misrepresentation and fraud, by its students. Academic dishonesty is grounds for immediate dismissal from the college.

Plagiarism is defined as "using the ideas or writings of another person as one's own." Plagiarism is a form of cheating because it is stealing of ideas and words. Plagiarism will not be tolerated. Students who hand in plagiarized work for a grade receive a warning and a grade of "zero" for the first offense and more severe penalties for repeat offenses (including dismissal from the college).

Cheating includes;

- Obtaining help from another student during an examination
- Knowingly giving help to another student during an examination
- Taking an examination for another student
- Possessing unauthorized notes, books, or other sources of information during an examination, even if the material is not used
- Obtaining without authorization an examination, or any part thereof, including the questions of previous examinations
- Having mobile phones or other electronic devices during exams, even if the devices are turned off
- Unauthorized use of any college computer or any software program

Forgery, misrepresentation, and fraud include;

- Signing for another student on an attendance sheet or other college document
- Forging or altering any grade in a grade book or other document

- Altering an examination paper, homework assignment, laboratory notebook or other document with intent to defraud
- Using college documents or identification cards with intent to defraud
- Presenting false data or intentionally misrepresenting one's records for admission, registration, withdrawal from a course, or withdrawal from COMHS-NUST
- Knowingly presenting false data or intentionally misrepresenting one's records for personal gain
- Knowingly providing false statements in any college proceeding
- Pretending to be ill or fraudulently obtaining a medical leave certificate
- Doing academic work for another student, including ungraded assignments
- Providing one's work for another student to copy and submit as his or her own

Students Misconduct: COMHS-NUST expects students to always conduct themselves in a truthful and dignified manner. Indulging in any form of misconduct can attract penalties. The following forms of misconduct are strictly prohibited:

- Behavior that violates the Code of Professionalism. This includes repeated lateness or unexcused absences, poor personal hygiene, inappropriate dress, dishonesty, refusal to follow instructions or college policies, and activities that are indecent, immoral, or criminal.
- Fighting or other conduct that endangers or inflicts physical injury upon another.
- Sexual misconduct.
- Threats, stalking, or other activities which create a reasonable apprehension of physical or emotional harm to another.
- Discrimination on the basis of race, ethnicity, national origin, religion, creed, gender, or age.
- Possessing or carrying any weapon or dangerous substance on campus.
- Operating a motor vehicle in a reckless manner on campus.
- Engaging in recklessly dangerous, disorderly or obscene conduct on campus.
- Illegally possessing, manufacturing, selling, or delivering a controlled substance, as defined by the Sultanate of Oman
- Engaging in intimidating or disruptive conduct on campus, or inciting others to engage in such conduct.

- Engaging in conduct (or inciting others to engage in conduct) that improperly restrains the movement, speech or college-related activities of another person.
- Engaging in conduct that disrupts the academic environment.
- Misrepresenting oneself as another person.
- Adversely interfering with another person's academic standing, privacy or personal information.
- Inappropriate use of any electronic device, including mobile phones, inside and outside the campus.

Procedures for Handling Academic Dishonesty and Student Misconduct:

- Anyone (faculty, staff or student) who suspects academic dishonesty by a student has an ethical responsibility to report the matter to the Dean who after reviewing the evidence may formally charge the offending student with academic dishonesty.
- A Disciplinary Committee will be constituted by the Dean and the written notice of charges is submitted to it
- The Disciplinary Committee reviews the evidence and interviews the student and other concerned people
- The committee then makes recommendations to the Dean.
- The Dean reviews the committee's recommendation and makes a final decision

Penalties for Academic Dishonesty and Misconduct: Depending on the nature and seriousness of the offense, the following penalties can be imposed on a student:

- Dismissal from the classroom or examination hall
- Assign a grade of zero on the examination or assignment
- Place a formal warning letter in the student's file
- Suspend the student from the college for a defined period after which time the student can apply for readmission to the college. While on suspension, the student cannot attend classes or live in the college hostel or be present in the College campus.
- Dismiss the student from the college

Right of Students to Appeal against decisions on Academic and Professional misconduct: The appeals process is a series of formal steps designed to ensure fairness and justice.

- Appeals must be made in writing to the Dean and must clearly state the justification for the appeal.
- A committee of senior faculty reviews the appeal and, if deemed necessary, interviews relevant people.
- The committee submits a report to the Dean containing their recommendations for action.
- The Dean then responds in writing to the student. All decisions of the Dean are final.
- Appeals must be made in a timely manner. Appeals made more than 2 weeks after a penalty has been received will not be considered.

2.2 Grievances

A grievance is a formal complaint about an incident that the individual feels is unfair. COMHS-NUST is committed to developing and maintaining an effective system for grievances that is easily accessible to all students.

- The aim of the grievance system is to resolve issues promptly, objectively with complete confidentiality, and in a fair manner.
- The views of the aggrieved students are treated with respect and complete confidentiality.
- Before filing a formal written grievance, the aggrieved student should attempt to resolve the grievance by meeting with the other involved person(s) together with the Student Counselor. If the matter cannot be resolved in this fashion, then a written grievance letter can be submitted to the Dean.

Procedures for Addressing Student Grievances:

- The aggrieved student must submit the grievance in writing to the Dean or can be dropped in the Grievance Box which is kept in the Student Lounge.
- Only individual grievances raised by registered students are considered. Family members or friends are not authorized to raise a grievance on behalf of the aggrieved student.

- A Grievance Committee of senior faculty and staff, constituted by the Dean, considers the grievance.
- The Grievance Committee will not consider any grievance of general applicability or grievance received from a group of students.
- The Grievance Committee investigates the grievance, discusses the issues with the concerned parties, reviews any relevant documents, and then makes a recommendation to the Dean.
- The Dean reviews the committee's recommendation and makes a final decision.
- The decision will be communicated to the student.

2.3 Student Appeal against Grades or Coursework evaluations

Any student who feels that he/she has been unfairly or incorrectly graded or evaluated has the right to appeal. The appeal process is a series of formal steps designed to ensure fairness and justice. Any appeal must be based on convincing evidence that a grade or evaluation was unfair. Simply not liking a particular grade is not ground for appeal.

Procedures for Student Appeal against Grades or Coursework Evaluations:

- Appeals must be made in writing (using the appropriate form) to the appropriate Assistant Dean and must clearly state the justification for the appeal.
- A committee of senior faculty reviews the appeal.
- The committee submits a report to the appropriate Assistant Dean containing the result of their evaluation.
- The Assistant Dean then responds in writing to the student.
- Appeals must be made in a timely manner. Appeals made more than 2 weeks after a grade has been received will not be considered.

2.4 Transfer Policies

Transfer between B. Pharm and MD Programs: A B. Pharm student with a cumulative GPA of 3.50 after the first year of the B. Pharm program may request transfer to the MD Program. An MD student with a cumulative GPA of 2.00 or greater may request transfer to the B. Pharm program at any time. Requests for transfer between programs are evaluated by a committee appointed by the Dean. The Dean

makes the final decision based on the committee's recommendation. For scholarship students, transfer between programs requires the approval of the MoHE. It is the student's responsibility to understand and follow the MoHE's rules related to effects of the transfer on the student's scholarship.

For any transfers, the following conditions apply:

- Students must consider the remaining duration of study at COMHS when applying for transfer and should not exceed the maximum allowable duration as per the rules.
- Students are not allowed to transfer more than once.
- Approval for transfer depends on the number of available seats in the college. Students will not be transferred if seats are unavailable even if all transfer requirements are fulfilled.
- It is also essential to be aware that after transfer, only some credits will be counted towards the student's new degree plan. Other credit hours may not be taken into account and may lead to a delay in graduation of one or more semesters. Students should bear in mind that conflicts in their timetable may arise due to transfer and that they will be responsible for dealing with them.

2.5 Advancement and Progression Policies

- Students must pass all courses they have registered for, in order to advance and ultimately graduate on time. The passing grade in all courses is 70% (letter grade 'C'). Any grade less than 70% (letter grade 'C') is a fail.
- Students who fail a course must achieve a passing grade in the course at a later date.
- A student who fails to pass a course even after availing all eligible re-sit exams and remedial courses, is considered to have failed the academic year.
- Students who are declared to have failed an academic year must repeat their failed courses during the next academic session. Further, they are not permitted to advance to the next academic year of the MD program until they achieve a passing grade in all failed courses.
- **Consequences on MoHE scholarships:** Academic probation, failing courses, or delays in progression can affect a student's scholarship from the MoHE. It is the student's responsibility to understand and follow the MoHE's rules regarding scholarships. The MoHE will pay for a course only twice and considers a re-sit exam as a repeat course. Hence MoHE will not pay for a course for the third time after failing a re-sit exam. MoHE scholarship

students must therefore decide whether to pay for a re-sit exam themselves or opt for MoHE to pay for it.

- **Total duration of studies:** Students are allowed only three years to complete the two academic years of premedical studies (MD1 and MD2) and are allowed only five years to complete the four academic years of preclinical and clinical studies (MD3 - MD6). Students who are unable to complete their studies within eight years are not permitted to continue in the MD Program and are liable to be discontinued. However students in academic years MD5 and MD6 who have exceptional circumstances may apply to the Dean to be permitted an additional (ninth) year to complete their studies. Such students must also apply themselves to the MoHE if they wish their scholarship to continue. If the MoHE does not grant the scholarship for the additional (ninth) year the student (or their guardians) will have to pay the college fees themselves.

2.5.1 Advancement from General Foundation Program to the MD Program

- To successfully advance from the General Foundation Program and progress to the MD Program, students must pass all the General Foundation courses (or receive advanced placement for General Foundation courses). Advanced placement is earned by passing a subject test administered by the college.

2.5.2 Progression in the Pre-Medical phase (MD1 & MD2)

- Medical students who pass all their courses in MD1 are advanced to MD2.
- Students who fail in one course during the Fall and Spring semesters of MD1 may be allowed to either write a re-sit exam in these semesters or to remediate the course during the following Summer semester. Re-sit exams are equivalent or similar to the final examination of a course. The higher of the two assessments (regular final exam and re-sit of the final exam) is used in the calculation of the overall course grade.
- To be eligible for the re-sit examination in a course the student must have an overall numeral grade of 63-69% in the course (corresponding to letter grade 'D+' or 'C-'). Only one re-sit examination can be taken in each of Fall and Spring semesters. There is no re-sit examination for courses in the Summer semester.

Academic Probation during Premedical Studies:

- Academic probation applies only to premedical years (MD1 and MD2).
- Any premedical student with a cumulative GPA < 2.50 in any semester during premedical studies is identified as 'at-risk' and is referred for counseling/advising services.
- Premedical students with weak academic performance are placed on academic probation on fulfilling any one of the following conditions:
 - Failing 2 or more courses in a semester other than the Fall semester in MD1.
 - Semester GPA less than 2.50 for any two successive semesters.
 - Cumulative GPA (cGPA) less than 2.50 in any semester other than the Fall semester in MD1.

Course load for students on academic probation:

Students on academic probation are allowed a maximum course load of 12 credits and a minimum of 8 credits during the Fall and Spring semesters. In the Summer semester, a student on academic probation must not have a course load more than 6 credits. The Dean's approval is necessary to exceed 6 credits.

Removal from academic probation:

An under-probation student who achieves a cGPA of 2.50 or greater is removed from probation and is returned to normal status. Once the student returns to normal status, any subsequent probation is again considered as the 'first probation'.

Warning letters and decisions regarding probation:

If a student fulfills any of the criteria for probation then the student will be issued warning letter ('First probation') from the Dean. The earliest that a student can be placed on probation is at the end of the Spring semester of MD1 to be issued at the beginning of the next fall semester. However, for such students the Summer semester of MD1 will not usually be considered the first semester under probation.

Actions at the end of the 'Second probation':

Decisions at the end of the Second probation will depend on the cGPA at this point.

- If the cGPA after the second semester on probation is less than 2.0 the student will be discontinued from the MD program.
- If the cGPA is 2.0 or more, but less than 2.3, the student will be discontinued from the MD program but will be eligible to apply to the B.Pharm program.
- If the cGPA after the second semester on probation is 2.30 or more, but less than 2.5, and there are one or more failed courses, the student can submit a written appeal to the Dean for the third semester under probation ('Third probation'). If this is granted the parent or guardian will be asked to furnish a letter of undertaking that no further appeals will be made.
- If, after the appeal is granted, the student does not attain a cGPA of 2.5 by the end of the third probation semester, the student will be discontinued from the MD program without the right to further appeal. A student will be allowed to remain on probation for a maximum of three consecutive semesters.
- If the cGPA is 2.45 and more, but less than 2.5, despite passing all courses, the student can appeal to the Dean to be allowed to progress to the next academic session.

Summer semester:

A Summer semester is considered as a normal semester provided a student registers for more than 6 credits. Such students must achieve a cGPA of 2.50 or greater by the end of the Summer semester, failing which they are placed on probation. Students already placed on probation at the end of the Spring semester will be permitted a course load of only 6 or less credits during the Summer semester (see above, *Course load for students on academic probation*).

Discontinuation from the MD program on account of probation:

If a student is on academic probation for three successive semesters, the student cannot continue in the MD Program (see table below for details). A Summer semester counts as one of the three probation semesters provided the student has registered for more than 6 credits, regardless of whether the student completes the Summer semester courses or withdraws from them after registering.

STUDENT HANDBOOK 2021-2022

| When | Academic Performance | Resulting Action |
|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Premedical years of MD Program. Three semesters per year: Fall, Spring, and Summer.</p> | cGPA less than 2.50 at end of any semester for the first time. (cGPA is calculated only after the completion of the second semester of MD1) | Student receives probation letter and begins the next regular semester (not the next summer semester) on ' First probation '. |
| | cGPA less than 2.50 at end of the semester under ' First probation '. | Student receives second probation letter and begins the next semester on ' Second probation '. |
| | cGPA less than 2.50 at end of the semester under ' Second probation '. | <p>Student is discontinued from the MD program if cGPA is less than 2.0 at the end of first academic year and at any point of time thereafter.</p> <p>Student is discontinued from the MD program but can apply to the B.Pharm program if cGPA is between 2.0 and 2.3.</p> <p>Student can appeal if cGPA is 2.30 – 2.49 and has one or more failed courses. If appeal is granted the student may get a last chance to pass the failed courses in the next academic session.</p> <p>If the cGPA is 2.45 or more, but less than 2.5, and there are no failed courses the student can appeal to be advanced to the next academic session despite having cGPA of less than 2.5.</p> <p>The parent or guardian of appealing students must submit a letter of undertaking that no further appeals will be proffered. The student is permitted to continue but remains on academic probation ('Third probation'). Students who do not return to 'normal status' by the end of this period are discontinued from the MD program without further appeal.</p> |

2.5.3 Advancement from MD2 to MD3 (i.e., Premedical to Preclinical Studies) in the MD Program

- Medical students who pass all their courses in MD2 are advanced to MD3. Additionally, students must also have a cGPA ≥ 2.50 at the end of MD2.
- Students who have only one failed course by the end of MD2 can be permitted to write a re-sit exam in this course.
- Students who have failed two or more courses will repeat the failed courses with the next MD2 class and be allowed to advance to MD3 only after passing all failed courses.
- A student who finishes MD2 with a cGPA between 2.00 and 2.49 is permitted to spend one additional year taking failed MD2 courses in an attempt to increase their cumulative GPA to 2.5 or more and then advance to MD3. These students are not permitted to repeat courses that have already been passed.
- Students who have a cGPA less than 2.00 at the end of MD2 will be discontinued from the MD program.
- Students are allowed only three years to complete the two years of premedical studies. Students who cannot advance from MD2 to MD3 within three years are discontinued from the MD Program but can apply for transfer to another program (B.Pharm).

2.5.4 Advancement from MD3 to MD4 within the Preclinical years of the MD Program

- Students must pass all courses in MD3 to advance to MD4.
- Students failing in MD3 courses may be offered the opportunity to take re-sit and/or remedial courses (if failed one or two courses) or may be required to repeat the failed courses in the next year (if failed three courses or more). There are two categories of students, regular and repeater, and the regulations for these categories are detailed below.
- Regulations for **regular students** who fail in one or more MD3 courses
 - Regular students who fail in one MD3 course are only eligible for its remedial course. Passing the remedial course allows the students to advance to MD4. Students failing the remedial course will repeat the full course along with the next MD3 class, without advancing to MD4.

- Regular students who fail in two courses can choose to write a re-sit exam in one course. If, by writing the re-sit exam, this course is passed they qualify for the remedial of the second failed course which must also be passed to advance to MD4. Students in receipt of MoHE scholarship must bear in mind that MoHE will not pay for any course for the third occasion (see Para 4.1.4).
- Regular students who fail in three or more MD3 courses will not be eligible for re-sit exams or remedial courses and will repeat all failed courses along with the next MD3 class.
- **Regulations for repeater students who fail in one or more MD3 courses**
 - Repeater students who fail in one MD3 course are only eligible for its remedial. Passing the remedial allows the students to advance to MD4. Failing the remedial leads to discontinuation from the MD program as no course can be taken for a third occasion.
 - Repeater students who fail in two courses can choose to write a re-sit exam in one course. If, by writing the re-sit exam, this course is passed they qualify for the remedial of the second failed course which must also be passed to advance to MD4. If these repeater students do not pass either the re-sit exam or the remedial course they will be discontinued from the MD program.
 - Repeater students who have failed in three or more courses are not eligible for re-sit exams or remedial courses and will be discontinued from the MD program.

2.5.5 Advancement from MD4 to MD5 (i.e., Preclinical Studies to Clinical studies) in the MD Program.

- To advance from MD4 to MD5 students must have passed all MD4 courses.

- Students failing in one or more MD4 courses will be offered the opportunity to take re-sit and/or remedial course irrespective of course grades. There are two categories of students, regular and repeater. The same regulations that apply for advancing from MD3 to MD4 will also apply to advancing from MD4 to MD5.

2.5.6 Advancement from MD5 to MD6 in the MD Program.

- Students will advance from the first clinical year (MD5) to the second (MD6) only on passing all clinical rotations offered during MD5.
- Students who fail one or two major clinical rotations will be permitted to write a re-sit exam that will be offered to them at the end of the academic year. Progression to MD6 will be allowed only after passing these re-sit examinations.
- Students who fail three or more major clinical rotations (three minor clinical rotations are equivalent to one major clinical rotation) will not be permitted to progress to MD6. These students will have to repeat the failed rotations along with the next MD5 class and can progress to MD6 only after passing these rotations.
- Students who failed repeated rotation/s are not allowed to take a re-sit examination and they are discontinued from the MD program.

2.5.7 Completion of the Final Clinical Year

- In order to graduate, students must achieve both (1) an overall passing grade for the Final MD Examinations and (2) a passing grade for the clinical components.
- Students who fail either of the above will receive an overall grade of the failed component.
- Students who fail one or two courses (rotations) have to repeat the failed rotations with the next cohort and they are eligible for supplementary examination in November/December.
- Students who fail three or more courses (rotations) must repeat these failed rotations and they will take the final MD examination with the next cohort.

2.5.8 Conditions for discontinuation from the MD Program on academic grounds

Students can be discontinued from the MD program, based on the recommendations of the Academic and Professional Standards Committee, for the following reasons:

- Students with a cGPA less than 2.00 at the end of MD1, or during MD2 or at the end of MD2.
- Students with a cGPA of less than 2.5 at the end of MD2 despite passing all courses.
- Students who fail twice in a full course in the pre-medical phase. A full course is a course taken during the regular academic year. Remedial is not considered to be a full course.
- Students in the pre-clinical and clinical phases who fail an academic year twice.
- Exceeding the maximum time permitted to graduate. Students are permitted a maximum of three years to complete the two years of premedical studies (MD1 and MD2) , and a maximum of five years to complete the four years of preclinical and clinical studies (MD3 onward).
- **Students who are discontinued on academic grounds are not permitted to reapply for admission to the MD program.**

2.5.9 Procedure for issuing probation, and discontinuation letters on academic grounds

- The Concerned Assistant Dean will review the results of students likely to be on/or on probation, and students likely to be discontinued from the MD program.
- The Concerned Assistant Dean will discuss the cases with the Dean, who will refer these cases to the Academic and Professional Standards Committee for further discussion and evaluations.
- The Academic and Professional Standards Committee will submit its recommendations to the Dean.

- The Concerned Assistant Dean will prepare the letters in consultation with the Dean.
- After approval of the Dean, the letters of probation or discontinuation will be communicated to the students through the office of the Concerned Assistant Dean.
- A copy of the official letter (countersigned by the student) will be kept in the student file.
- Parents of students under probation or due for discontinuation will be informed/ met by the concerned Assistant Dean.
- Appeals against discontinuation are to be submitted to the Dean within 2 weeks of receipt. The appeals will be forwarded to the Academic and Professional Standards Committee which will return the appeal, along with the committee's recommendations, to the Dean.

2.6 Adding or Dropping Courses in the Pre-Medical Phase

- A course may be added to or dropped from a student's schedule during the first two weeks following the normal registration period. Students must complete the appropriate "add/drop" form (available from the Registrar's Office) with signed approval by their academic advisor before the add/drop is considered to be finalized.
- Students are entirely responsible for the effects of adding or dropping courses on their overall academic progression.

2.7 Examination Policies

Assessment of learning outcomes can be performed by in-class assignments (quizzes, examinations, etc.) and out-of-class assignments (presentations, group discussions, role playing, etc.). Specific details of the assessment scheme for each course are provided in the course's syllabus.

2.7.1 Scheduling of Examinations

The course timetable gives the dates of course assessments. Under normal circumstances, the assessment schedule will not be changed after the schedule is released to students.

2.7.2 Protocols for Examinations

The protocol for conducting examinations is as follows:

- Students must follow the instructions of the proctors, including assigned seating and timings of the start and finish of the exam.
- Examinees must sign a printed attendance sheet and must show their COMHS ID card.
- No personal belongings are allowed in the examination room, including reference materials, electronic devices of any kind, books, bags, calculators (when not permitted), tissues, or food. Prohibited items will be confiscated and handed over to the Dean.
- Students must not talk or communicate with each other in any way while in the examination room.
- No student may start an examination more than 10 minutes late. Late comers will not be given extra time. Students who arrive more than 10 minutes late will receive a grade of zero for the examination.
- Students are not permitted to leave the examination room during the first 10 minutes of the examination.
- Examination papers and materials cannot be removed from an examination room.
- Students are required to complete paper examinations in ink, felt tip, or ballpoint pens. The use of pencils, except for completion of computer answer sheets and drawings, is not permitted.
- Students are not allowed to ask questions to proctors during the examination. However, if an error is spotted in the examination paper, this error can be brought to the attention of the proctor.

2.7.3 Makeup Policy

Students who miss an assessment or examination with an approved excused absence are given an opportunity to take a makeup examination at an alternate time. The specific policy for each course is described in the course syllabus.

Makeup examinations will be of comparable difficulty to the original examination, but may be of a different type (including an oral examination) at the discretion of the instructor. Makeup examinations are held as soon as conveniently possible for the course instructors after the student returns to class. Students who miss a makeup examination for any reason (excused or unexcused absences) normally receive a grade of zero for the examination. Makeup examinations are not given for unexcused absences. In such cases, the student receives a grade of zero on the examination.

2.7.4 Final Examinations

All students with satisfactory attendance are allowed to sit the final examination. As described under the Attendance Policy, students who have been recorded as absent on more than 20% of the attendance sheets for any reason (excused or unexcused absences) are not permitted to sit the final course examination and receive a grade of F in the course.

2.7.5 Marking of Examination Papers

Credit is only given for student answers recorded in the appropriate places. No credit is given for answers scribbled in the margins or on the backs of examination papers. No additional time will be allowed for students to recopy work once the proctor has announced the end of the examination or assessment period.

2.7.6 Review of Examination Papers and Graded Assessments – Feedback to Students

Whenever possible, instructors review the content of examination questions and other graded work with the class, in order to give students an opportunity to learn from their mistakes. However, instructors are not required to show the actual examination questions to the class.

Students have the right to review individually their examination papers and graded work, but must have a justifiable reason to do so. Students must submit their requests to review graded work in writing to the Academic Affairs Office, clearly stating the reason for the request. Students who request individual review of graded work must have attended the class review of the graded work; students who are absent (unexcused) from the class review will not be permitted to have individual review. Students are only allowed to review graded work for up to one week after the class review or, if no class review is held, one week after the results are first made available. After this period, all grades are considered final. Students are not allowed to copy questions or make notes about the examination questions during such reviews.

2.8 Grades

Course grades are assigned by the instructor, who evaluates the students against academic and professional requirements as outlined in the course syllabus. When a student does not meet the academic or professional requirements of a course, the student receives a failing course grade. At the very least, students who receive a failing course grade will have to achieve a passing grade in the course at a later time.

The grading procedure for each course is stated in the course syllabus. Grades are assigned to students using numerical and letter systems. The passing grade is 70% in all courses. Any grade less than 70% is a fail. **Students are informed of their course letter grades, normally within 5 working days of the final examination period.**

The Grade Scale

COMHS uses the traditional A, B, C, D, F grading scale, as follows:

- **A** (Exceptional performance). Student has achieved nearly all of the course requirements and course objectives in a consistently outstanding manner.
- **B** (Good performance). Student has met most of the course objectives and requirements in a consistent manner.
- **C** (Borderline performance) Student has only satisfied some of the course objectives and requirements. The course may have to be repeated.
- **D** (Unsatisfactory performance). The course must be repeated.
- **F** (Unacceptable performance). The course must be repeated.

Letter grades are shown with + or – to indicate, respectively, performance that is slightly above or slightly below the above descriptions. For example, C+ indicates performance that is slightly above a borderline pass, whereas C- indicates performance that is slightly below a borderline pass (that is, a failing performance).

Other grade designations that may appear on a grade report or an official transcript are:

STUDENT HANDBOOK 2021-2022

- **IC – Incomplete.** An incomplete is given when an instructor determines that the work of a student is unavoidably incomplete. An “IC” becomes an “F” if the work is not completed within one year.
- **W – Withdrawn.** A grade of “W” is assigned when a student withdraws from a course before the midpoint of the course. After the course’s midpoint, a grade of “F” is normally assigned. A grade of “W” does not affect a student’s GPA.
- **WF – Withdrawn Failing.** A student who withdraws completely from the college receives a grade of “WF” in all courses that the student was failing at the time of leaving COMHS and a grade of “W” in all courses that the student was passing at the time of leaving. Marks of “WF” do not affect a student’s GPA.
- **AP – Advanced Placement.** Students can receive advanced placement credit by passing a subject test administered by the college. Advanced placement examinations are only offered for courses of the General Foundation Program. AP credit is included in the student’s cumulative credit hours but not in calculation of GPA.
- **TC – Transfer Credit.** Students can receive transfer credit for equivalent coursework taken elsewhere. To be accepted for transfer credit, the course must have been completed at an accredited institution recognized by COMHS, have a grade of B or better, and must map completely to the COMHS course in terms of content and credit hours. TC is included in the student’s cumulative credit hours but not in calculation of GPA.
- **(R) – Repeated.** The designation (R) after a course grade indicates that it is a repeated course. Both the original course grade and the repeated course grade appear on the official transcript. However, only the repeated course grade is used in calculation of the student’s GPA.
- **X – Audit.** By special permission of the Dean, students may be allowed to audit courses. The student registers for the audited course and pays full fees, but is not permitted to take examinations or submit graded assignments. No course credit can be earned for auditing a course. Attendance is required according to college policy. When a student audits a course, at least one semester must pass before he/she can enroll in the course for credit.

Grading System of COMHS

| Numerical Grade (%) | Corresponding Letter Grade | Corresponding Grade Points |
|----------------------------|-----------------------------------|-----------------------------------|
| Passing Grades | | |
| 90–100 | A | 4.0 |
| 87–89 | A- | 3.7 |
| 83–86 | B+ | 3.3 |
| 80–82 | B | 3.0 |
| 77–79 | B- | 2.7 |
| 73–76 | C+ | 2.3 |
| 70–72 | C | 2.0 |
| Failing Grades | | |
| 67–69 | C- | 1.7 |
| 63–66 | D+ | 1.3 |
| 60–62 | D | 1.0 |
| 0–59 | F | 0.0 |

Grade Point Average:

The grade points earned in each completed course are computed from the letter grade as shown in the accompanying Table. A student's GPA for the academic year is determined by multiplying the grade points for each completed course by the credit hours for that course, summing the products, and dividing the sum by the total number of credit hours attempted during the year. The cumulative GPA is computed in a similar manner. The GPA is calculated to three decimal places and rounded up at 0.005.

Students are expected to maintain minimum GPA's in order to remain in good standing at the college. MD students are expected to maintain a cumulative GPA \geq 2.50.

2.9 Remedial Courses

Remedial classes are only offered during the summer break and are not offered automatically for all courses. Thus, there is no guarantee that a student who fails a course during the regular school year will be able to remediate the course during the summer. Remedial are not considered to be a repeat of the full course by the college. However, the MoHE considers a remedial to be a repeat course and, as such, remedial classes can affect a student's scholarship.

Full courses are only offered once per academic year. Thus, a student who is required to repeat a full course must repeat the course in the subsequent academic year and, consequently, is delayed in their progression and graduation.

Once a failed course is successfully remediated or repeated, the remedial/repeat grade appears on the official transcript followed by the designation "(R)". The original failing grade remains on the official transcript but is not included in calculation of the student's GPA.

2.10 Postponement of Studies

Students may postpone their studies for one year with a valid excuse and providing their grades are in good standing. Students must submit their request to postpone in writing with a full explanation (and supporting documents if available) to the Dean. The Dean appoints an ad hoc committee to review the request for postponement and reaches the final decision after receiving the committee's recommendation. Students with scholarships from the MoHE also require approval from the Ministry.

Students are not considered to have officially postponed their studies until there is approval from the Dean, approval from the MoHE (for scholarship students), and all financial obligations have been cleared. The official date of commencement of the postponement is the date when all approvals and clearances are obtained by the student. Students who stop attending classes before receiving permission to postpone are marked absent (unexcused) for all missed classes. Further, in this case, the student is entirely responsible for all academic and financial consequences of the unexcused absence.

Students normally are permitted only one postponement during the course of their studies. Under exceptional circumstances, a student may be permitted to take a second postponement. Students are not permitted to take more than two postponements during the course of their studies.

2.11 Withdrawing from Courses

Students who decide to withdraw from a course must complete a withdrawal form (available from the Registrar), which includes signed approval by the Course instructor, Academic Advisor, Finance Manager, and Dean. For scholarship students, the student also is responsible to obtain permission from the MoHE. The official date of the withdrawal is the date when all approvals are obtained by the student.

Students who stop attending classes before receiving permission to withdraw are marked absent (unexcused) for all missed classes. In this case, the student is entirely responsible for all academic and financial consequences of the unexcused absence.

Students who withdraw from a course before 50% (half) of the course's duration has occurred receive a grade of "W". After the halfway point of the course, the student receives a grade of "F".

According to the college's Refund Policy, students who withdraw before the first day of classes are refunded 90% of the tuition fees. Students who withdraw before 50% of a course's duration has occurred are refunded 50% of the tuition fees. The tuition fees of students who withdraw after the halfway point of the course are retained by the college and then are applied to a repeat of the course: no refund is given if the withdrawn course is not repeated.

2.12 Leaving the MD Program

Students who no longer wish to continue the MD program may leave the college at any time, up to the last day of scheduled classes. Students who wish to do so must inform the Registrar who will explain the withdrawal procedure. Students are responsible for clearing all financial obligations and returning their ID card and College property before their departure from the college is finalized. Students who do not fulfill these obligations will not be eligible to receive a transcript from the college. If the student is on a scholarship, the MoHE must be informed.

The official date of the student's departure is the date when all approvals are obtained by the student. Students who stop attending classes before receiving permission to officially leave are marked absent (unexcused) for all missed classes. In this case, the student is entirely responsible for all academic and financial consequences of the unexcused absence.

According to the college's Refund Policy, students who leave the college before the first day of classes are refunded 90% of the tuition fees. Students who leave before 50% of a course's duration has occurred are refunded 50% of the tuition fees. No refund is provided to students who leave after the halfway point of the courses.

Students who leave the college are not permitted to rejoin their program of study at a later date. However, if a student, who has left, wishes to return to COMHS, the former student must reapply for admission just like a new student.

2.13 Dismissal from MD Program on non-academic grounds

- COMHS can dismiss a student for non-academic reasons in situations where the student is deemed unfit to continue into the profession of medicine (e.g., due to mental instability, unprofessionalism, or serious misconduct).
- Students who are dismissed from the MD Program for any reason (academic or non-academic) are not permitted to apply for readmission to the MD Program.

2.14 Graduation Policies

Students become eligible to graduate when they complete the requirements of COMHS and the program that were in effect at the time they first registered at COMHS. However, if the student is absent from the college for more than one semester (or four continuous months), the student must meet the graduation requirements in effect at the time of rejoining the College.

Degree Certificate:

Degree Certificates are awarded in person to students who have completed all of the course and training requirements of their program. Graduates who are unable to attend in person must submit, in writing, the identification details of the person who will receive the Degree Certificate.

Degree Certificates are issued only after all final clearance procedures are completed. Only one copy of the Degree Certificate is provided. Students who require replacement of a lost or damaged Degree Certificate must provide the following documents:

- Written request explaining the need for the replacement Degree Certificate.
- Acceptable evidence of the need for the replacement Degree Certificate (e.g., damaged original Degree Certificate, police statement of the original Degree Certificate's theft or loss by fire, etc.).
- Signed statement that the replacement Degree Certificate will be returned immediately to the College in the event of the original Degree Certificate being recovered.

The fee for a replacement Degree Certificate is OMR 60 for a Degree Certificate that is picked up in person and OMR 80 for a Degree Certificate that is forwarded to the graduate by certified courier. Replacement of the Degree Certificate may require 2 months. The replacement Degree Certificate will be stamped as "Duplicate Copy".

2.15 MD Program Degree Plan

In keeping with policies of the Oman Ministry of Higher Education, all students entering the MD Program must have completed the General Foundation Program (or received advanced placement for courses of the General Foundation Program). Details of the General Foundation Program are not included in the following table.

The following degree plan is valid only for student batches of 2015 to 2018. It has 258 total credit hours. COMHS reserves the right to change the order of courses in the degree plan, with reasonable advance notice to the students.

STUDENT HANDBOOK 2021-2022

| Course Code | Course Name | Credit hours |
|---------------------------------------------------------------|---------------------------------------------------|--------------|
| 1st Premedical Year (MD1): 35 credit hours | | |
| BIOL-105 | Biology with Lab for Medicine I | 4 |
| BIOL-106 | Biology with Lab for Medicine II | 4 |
| BIOL-207 | Introduction to Human Anatomy | 4 |
| CHEM-105 | General Chemistry with Lab I | 4 |
| CHEM-106 | General Chemistry with Lab II | 4 |
| ENGL-143 | Special Topics in English for Medicine I | 4 |
| PHYS-105 | Orientation to Medical Physics | 4 |
| PSYC-102 | Psychology | 4 |
| SOCS-101 | Orientation to Medicine | 3 |
| 2nd Premedical Year (MD2): 40 credit hours | | |
| BIOL-301 | Cell Biology | 3 |
| BIOL-302 | Molecular & Human Genetics | 3 |
| BIOL-310 | Biochemistry for Medicine | 4 |
| BIOL-326 | Introduction to Microbiology | 3 |
| BIOL-327 | Immunology & Infectious Disease | 3 |
| BIOL-340 | Integrated Human Structure & Function with Lab I | 5 |
| BIOL-341 | Integrated Human Structure & Function with Lab II | 5 |
| CHEM-305 | Bioorganic Chemistry with Lab | 4 |
| MATH-301 | Biostatistics & Epidemiology | 3 |
| PBL-303 | Problem Based Learning I | 1 |
| PBL-304 | Problem Based Learning II | 1 |
| SOCS-303 | Oman & Islamic Civilization | 2 |
| BUSI-101 | Entrepreneurship: Creativity & Innovation | 3 |
| 1st Preclinical Year (MD3): 51 credit hours | | |
| CCMD-430 | Human Function | 18 |
| CCMD-440 | Behavioral Science & Psychopathology | 2 |
| CCMD-445 | Physical Diagnosis & Clinical Integration I | 4 |
| CCMD-475 | Neurobiology | 8 |
| NBAN-403 | Human Structure | 18 |
| PBL-401 | Problem Based Learning | 1 |

| 2nd Preclinical Year (MD4): 54 credit hours | | |
|---------------------------------------------------------------|----------------------------------------------|----|
| CCMD-520 | Epidemiology & Public Health | 5 |
| CCMD-521 | Physical Diagnosis & Clinical Integration II | 8 |
| CCMD-525 | Health Care Ethics | 1 |
| MICB-501 | Immunity, Infection & Disease | 12 |
| PATH-551 | Mechanisms of Disease | 18 |
| PCOL-561 | Medical Pharmacology | 10 |
| | | |
| 1st Clinical Year (MD5): 42 credit hours | | |
| FAMCO-615 | Family Medicine Clerkship | 6 |
| MED-615 | Medicine Clerkship | 6 |
| OBST-615 | Obst & Gyn Clerkship | 6 |
| PEDI-615 | Pediatrics Clerkship | 6 |
| SURG-615 | Surgery Clerkship | 6 |
| SPEC-610 | Orthopedics | 2 |
| SPEC-611 | ENT | 2 |
| SPEC-612 | Ophthalmology | 2 |
| SPEC-613 | Accident & Emergency | 2 |
| SPEC-614 | Dermatology | 2 |
| SPEC-615 | Anesthesiology | 2 |
| | | |
| 2nd Clinical Year (MD6): 36 credit hours | | |
| BMP-713 | Psychiatry Clerkship | 6 |
| FAMCO-713 | Family Medicine Sub-internship | 6 |
| MED-713 | Medicine Sub-internship | 6 |
| OBST-713 | Obst & Gyn Sub-internship | 6 |
| PEDI-713 | Pediatrics Sub-internship | 6 |
| SURG-713 | Surgery Sub-internship | 6 |



COLLEGE OF MEDICINE AND HEALTH SCIENCES

Tel: +968 22314700, P. O. Box. No. 391, PC 321
Suhar Campus, Sultanate of Oman
Email: info@nu.edu.om | Website: www.nu.edu.om