

	<h1>Dental College HITEC-Institute of Medical Sciences</h1>	
	<h2>SOP for Electives</h2>	
	DOCUMENT #: SA-SOP-19	ISSUE # 01

An elective is any course/clerkship that is chosen by a student as opposed to being required. Elective training provides a unique opportunity for Dental Students to experience and learn in the field of their specific interest. This training helps the student in expanding their clinical knowledge and skill set. It helps them to become more confident and resourceful. It also builds personal and professional network, sharpens language and communication skills.

Dental College HITEC – IMS encourages and facilitates its students to opt for such courses in disciplines of their own choice during their clinical years, during their summer and/ or winter vacations.

Goals of the Elective Program:

- To give students clinical exposure outside its own campus and hospital in institutions of national and international repute.
- To promote a sense of responsibility in self-determination in education and promote lifelong learning.
- To allow student to gain deeper knowledge and experience in patient care in a discipline of his/ her own choice.
- To enable students to develop linkages and connections with students and faculty of other dental colleges and hospitals within and outside Pakistan.

How Dental College HITEC-IMS will facilitate students for their electives?

1. By completing application forms for national or international electives.
2. Providing addresses of universities, institutions, and hospitals where applications could be made for an elective experience.
3. Providing relevant reference letters thus facilitating placements of students at constituent and affiliated colleges / hospital of NUMS as well as outside NUMS.
4. Keeping a track of the elective's evaluations.

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5. The college will also offer reciprocal opportunities to other colleges and universities and entertain their desirous students who want to come to HITEC Dental College for their electives.

Policy and Procedures

The following policies will be used for student electives:

1. Electives will be allowed only during:
 - a. Clinical years (third and final years).
 - b. Summer and/ or winter vacations so as not to disturb the routine academic activities and class attendance.
2. Choice of discipline for electives is up to the student. Most of students choose electives in a clinical discipline, but an elective in a basic science discipline will also be allowed if related to career exploration and development.
3. It is mandatory that parents are aware of, agree to, and have signed a document indicating the time, duration, and place (city, college/hospital etc.) of student's electives.
4. Students will apply for electives at least 15 days ahead of the start of their rotation to Students Affairs department on the precondition that they will take permission from the year coordinator and respective head of department.
5. Students Affairs will forward the application to the Principal for final approval.
6. After approval from the Principal, Student will be given a Letter of recommendation addressed to the chosen (Host) college/ hospital.
7. The Host College/ Hospital will make the final decision to accept or reject the application for the electives according to their own policies.
8. Students accepted to participate in an elective rotation will comply with all the policies, rules, and regulations of the Host institute.

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9. Proper record of all the academic / clinical activities during the electives must be maintained and a post-elective report must be submitted at the completion of the elective rotations. This report will assist other students in determining the suitability of that site for future.
10. Finances: Dental College HITEC-IMS will NOT bear any financial costs (traveling, accommodation, or any other needs) for electives of its student nationally or internationally.
11. Confidentiality: Students will not disclose any confidential information related to the Host college, its faculty, students, staff, patients, academic, clinical and research output or any other information with any third party without prior consent of the two colleges
12. All electives are undertaken by the students at their own risk and responsibility.

Duration and Eligibility Parameters

1. The total duration of electives will not be more than 2 weeks.
2. In case of more applicants than a Host College/ Hospital can accommodate, students will be placed according to previous years marks.
3. Students who are deficient academically (failed class/ ward or term tests) will not be allowed to opt for electives until the deficiency has been rectified.
4. Students with class/ ward attendance less than the minimum required (75 %) will not be allowed any outside elective rotation. Instead, they will be required to make up for the attendance shortage by attending on campus classes/ ward duties during the summer/ winter vacations.

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5. Students may also be denied approval for "away rotations" due to code of conduct issues.

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