

Holy Spirit University of Kaslik (USEK)
School of Medicine and Medical Sciences (SMMS)

ACADEMIC RULES AND PROCEDURES
Students Handbook 2017-2018

The provisions of the academic regulations detailed in this document apply to SMMS students registered in the “B.S. in Health Fundamental Sciences” or in the “General Medicine (MD)” programs.

Candidate seeking admission to the SMMS and current students are required to comply with these rules and procedures as well as any future amendments, and also to follow the rules, regulations, and procedures in force at USEK.

Contents

I-	USEK Mission	9
II-	SMMS MISSION, VISION, AND VALUES	10
A.	MISSION.....	10
B.	VISION.....	10
C.	VALUES	10
III-	PROGRAM EDUCATIONAL OBJECTIVES (PEOs).....	11
A.	Expertise in the medical field and profession	11
B.	Communication skills.....	11
C.	Collaboration skills	11
D.	Health promotion activities.....	11
E.	Lifetime educational commitment.....	12
F.	Management skills.....	12
G.	Ethics	12
H.	Adequate preparation for future careers.....	12
IV-	CURRICULUM.....	13
A.	B.S. in Health Fundamental Sciences	13
1)	Structure of the program	13
2)	USEK’s General Education	15
3)	Institutional Learning Outcomes	16
4)	Course Itinerary	17
B.	General Medicine program	18
1)	Structure of the program	18
2)	Course Itinerary	19
C.	MED 1 and MED 2.....	20
1)	Structure of the curriculum	20
2)	Workload	20
D.	MED 3 and MED 4.....	21
1)	Structure of the Curriculum	21
2)	Internship rotation	22
3)	Shadowing	22
4)	Rotations	22
5)	MED3 curriculum.....	23

6)	MED3 Workload	23
7)	MED4 curriculum.....	24
8)	MED4 Workload	24
V-	Admission to the BS in Health Fundamental Sciences (Cycle 1)	26
A.	Admission Application.....	26
B.	Required Documents.....	26
C.	Admission Requirements	26
1)	Technical requirements.....	26
2)	Academic requirements	27
D.	Proof of Language Proficiency.....	27
E.	Medicine Entrance Exam.....	28
F.	Admission tracks and specific requirements.....	28
G.	Regular Admission	28
H.	Admission by File Transfer	28
I.	Admission Calendar.....	29
J.	Admission Validity	29
K.	Special Admission Types.....	30
1)	Admission of the Ungraded Attendee:.....	30
2)	Non-Degree and Visiting Students	30
2.1	Admission of a Visiting Student.....	30
2.2	Admission of a Non-Degree student	31
2.3	Admission of an Incoming Exchange student.....	31
L.	Students with disability	32
VI-	Admission to the General Medicine program (Cycle 2)	33
A.	Track 1: For applicants holding a BS in Health Fundamental Sciences from the SMMS at USEK ...	33
B.	Track 2: For other applicants.....	33
C.	Admission Validity	34
D.	Students with disability	34
VII-	Registration	35
A.	Pre-registration	35
B.	Registration	35
1)	Registration Procedure.....	36
2)	Steps to follow for course registration:.....	36

C.	Course Section Language	37
D.	Administrative Substitution of a Course	37
E.	Tutorship Course	37
F.	Cross-Registration	38
G.	Registration in another university (Outgoing exchange students)	38
H.	Add/Drop.....	39
I.	Withdrawal.....	39
J.	Term Withdrawal.....	39
K.	Deregistration.....	40
VIII-	University Fees	41
A.	Registration Fees	41
B.	Tuition Fees	41
C.	Membership Fees to NSSF.....	41
D.	Payment Procedure.....	42
E.	Refund	42
F.	Financial Aid	42
G.	Scholarships.....	42
IX-	Program Regulations	43
A.	Related Department.....	43
-	Department of Basic Health Sciences Studies.....	43
-	Department of Medical Sciences	43
-	Department of Doctoral Studies	43
B.	Educational Advisor.....	43
C.	Academic year	43
D.	Duration of Studies.....	44
E.	Educational Contract.....	44
F.	Educational System	44
1)	The Credit	44
2)	The Course.....	45
3)	Student Workload	46
A.	BS in Health Fundamental Sciences (Cycle 1).....	46
B.	General Medicine Program (Cycle 2).....	46
4)	Academic Status	47

A.	BS in Health Fundamental Sciences (Cycle 1).....	47
B.	MD Program (Cycle 2)	47
G.	Home Campus	47
H.	Change of Academic Programs - BS in Health Fundamental Sciences	48
I.	Declaration of Double Degree.....	48
J.	Declaration of Academic Minor	48
K.	Interruption of Studies and Readmission.....	49
X-	Assessment and Grading System.....	50
A.	The Grading Table	50
B.	Alphabetical Grading	51
1)	“IP” for In Progress	51
2)	“I” for Incomplete.....	51
3)	“W” for Withdraw	51
4)	“WW” for Term Withdraw	52
5)	“AW” for Administrative Withdraw	52
6)	“FW” for Fail to Withdraw.....	52
7)	“P” for Pass and “R” for Repeat (Not applicable at the SMMS).....	52
8)	“PR/RR” for Pass Remedial / Repeat Remedial (Not applicable at the SMMS)	52
9)	“T” for Transfer.....	53
10)	“U” for Ungraded Attendee	53
11)	“G” for Granted (Not applicable at the SMMS).....	53
C.	Passing Grade of a Course (including Clerkships and internships).....	53
D.	The Evaluation Criteria	53
1)	Courses	53
2)	Hospital Clerkships	54
3)	Hospital Internships.....	54
4)	Thesis.....	55
E.	Rules for Midterms and Final Examinations.....	55
F.	Request to Review a Grade	55
G.	General Average	56
1)	Grade Point Average (GPA)	56
2)	General Average per Semester	56
3)	Grade Point Average of a Diploma/Degree.....	56

H.	Academic Standing	57
1)	Academic Recognition	57
2)	Good Academic Standing	57
3)	Academic Probation	57
4)	Return to Good Academic Standing	57
5)	Disciplinary Probation	57
I.	Exclusion.....	57
XI-	Graduation requirements.....	58
A.	Requirements to Obtain a Diploma/Degree	58
1)	BS in Health Fundamental Sciences	58
2)	MD Program	58
B.	Issuing Degrees.....	58
C.	Graduation Procedure.....	59
D.	Procedure for Issuing Diplomas/Degrees.....	59
E.	Collection of a Diploma/Degree (Parchment) and Certificates.....	59
F.	Diploma Replacement Request (Duplicate)	59
G.	Initiation of Procedures and Official Documents Withdrawal	60
XII-	Student Responsibility and Ethical Conduct.....	61
A.	Responsibility	61
1)	Positive Participation.....	61
2)	Intellectual Integrity	61
3)	Plagiarism	61
4)	Fraud.....	62
B.	On Campus Code of Ethics	62
C.	Medical Student Code of Conduct	62
D.	Political Activities	63
1)	At USEK main Campus	63
2)	During clinical training.....	63
E.	Use of the University Name, Its Acronym and Its Logo.....	63
F.	Use of the Healthcare Facility Name, Acronym, and Logo.....	63
G.	Billpostings and Leaflet Distribution	63
1)	At USEK main Campus	63
2)	During clinical training.....	64

H.	Security and Hygiene.....	64
1)	At USEK main Campus.....	64
2)	During clinical training.....	64
I.	Found Objects.....	65
1)	At USEK main Campus.....	65
2)	During clinical training.....	65
J.	Behavior and Dress.....	65
1)	At USEK main Campus.....	65
2)	During clinical training.....	65
K.	Suspension/Exclusion from USEK.....	66
L.	Appeal Procedure in the Application of Academic Regulations and Petitions	66
XIII-	Appendix 1: Practical Information for Students.....	67
A.	USEK Student Card	67
B.	USEK E-mail Account	67
C.	Access to Banner Self-service.....	67
D.	Moodle E-Learning Platform	67
E.	Mahara E-Portfolio Platform	68
F.	Parking Information.....	68
G.	USEK, Attentive to its Students’ Comments.....	68
H.	An Evaluation System Available for Students	69
1)	Course evaluation by students.....	69
2)	Clerkship’s rotation evaluation by students.....	69
3)	Internship’s rotation evaluation by students.....	69
4)	Exit Survey	69
5)	On-Campus Well-Being evaluation by students.....	69
6)	Graduation Survey.....	70
XIV-	Appendix 2 – Rules for Elective Rotation and Vacation During Internships	71
A.	Rules for the one-month elective internship	71
B.	Rules for the one-month vacation during internship.....	71
XV-	Appendix 3 – Evaluation Procedure of Hospital Clerkships.....	72
A.	Clerkship’s Objectives.....	72
B.	Assessment.....	72
C.	Rotations	73

D.	References.....	74
E.	Clerkship evaluation	75
1)	Tutors Evaluation.....	75
2)	Written examinations.....	76
3)	End of Semester Oral examination.....	77
F.	Rubrics	77
XVI-	Appendix 4 – Evaluation Procedure of Hospital Internships.....	106
A.	Internship’s Objectives.....	106
B.	Internship evaluation	106
1)	Intern’s Professionalism Assessment Rubric (see page 107)	106
2)	Tutors Evaluation Rubric (see page 108).....	106
3)	End of Semester Oral examination.....	106

I- USEK Mission

Since its founding, USEK seeks, in accordance with Article 92 of the Constitutions of the OLM (ed. 2012) and the social teaching of the Catholic Church on universities, to contribute to the development of all its students through quality educational programs and research in various fields of study.

By providing a high quality American-style education to its students, USEK intends to prepare future leaders for innovation, professional growth and life-long learning, in Lebanon, within the Middle East and throughout the world. USEK is committed to a faith-based educational development of its students rooted in the Catholic tradition whereby spiritual values and ethics as well as respect for cultural and religious pluralism are promoted.

II- SMMS MISSION, VISION, AND VALUES

A. MISSION

Anchored in the values of the Catholic Church, the Faculty of Medicine and Medical Sciences aims to prepare the current and future generation of leaders in the medical field to become key contributors to improving the well-being of the Lebanese community. The Faculty's mission is to provide the next generation of medical doctors with high knowledge in basic sciences, world-class medical skills and high ethical standards, who are driven by undebatable sense of service and who strive to continuously improve their capabilities through continuous education and research.

B. VISION

The vision of the Faculty of Medicine and Medical Sciences is to become a reference in Lebanon and the region for medical and healthcare education and scientific research, and a main actor in the promotion of public health in Lebanon

C. VALUES

The Faculty of Medicine and Medical Sciences will achieve its mission and vision based on a set of key values:

- Ethics
- Integrity
- Transparency
- Collegiality
- Teamwork
- Excellence

III- PROGRAM EDUCATIONAL OBJECTIVES (PEOs)

Physicians graduated from the Faculty of Medicine and Medical Sciences at USEK will demonstrate:

A. Expertise in the medical field and profession

1. Knowledge in the principles of biomedical sciences, psychology, social sciences, public health, epidemiology, healthcare systems, basic healthcare economics, medical research, technology, and ethics.
2. Knowledge of established and emerging principles of clinical sciences.
3. Ability to gather essential and accurate information about patients and their conditions through history-taking, physical examination, mental state examination, laboratory data, imaging and other medical tests.
4. Clinical reasoning and critical thinking skills such as problem formulation, development of diagnostic hypotheses, formulating a course of action and the development of a monitoring plan.
5. Clinical reasoning skills to diagnostic and therapeutic decision-making, clinical problem-solving, and other aspects of evidence-based health care.
6. Ability to perform all medical and surgical procedures considered essential for the area of practice.
7. Knowledge in skills and procedures of diverse medicine specializations.
8. Skills to organize and prioritize responsibilities to provide care that is safe, effective, and efficient.

B. Communication skills

1. Communication skills that result in effective exchange of information and collaboration with patients and their families.
2. Communication skills that result in effective exchange of information and collaboration with other health professionals.
3. Ability to produce written documentation of clinical activities.

C. Collaboration skills

1. Ability to work within a multidisciplinary team in a responsive and responsible manner to provide patient -and population- centered care that is safe, timely, efficient, effective, and equitable.
2. Ability to work with the authorities especially in national emergency situations.

D. Health promotion activities

1. Ability to call effectively on other resources in the health care system to provide optimal health care.
2. Ability to promote public health.
3. Ability to meet the needs of the Lebanese society.
4. Awareness of the concept of public health and responsiveness to emerging situations at national, regional and global levels.

E. Lifetime educational commitment

1. Qualities required to sustain lifelong personal and professional growth.
2. Ability to search for and use publications and international literature to improve their performances.

F. Management skills

1. Ability to manage their practice.
2. Awareness of stress management.
3. Qualities required to organize the work within a team.

G. Ethics

1. Commitment to the values of USEK and the code of conducts of the Faculty of Medicine and Medical Sciences.
2. Commitment to the moral, ethical, and professional principles as laid out in the Physician's Pledge.
3. Commitment to the Lebanese Medical Ethics Law, and the Lebanese Act on the Rights of Patients and Informed Consent.

H. Adequate preparation for future careers

1. Ability to take national and international exams and apply to residency programs.
2. Ability to pursue a professional career in health care system administration, research and medical education.

IV- CURRICULUM

The Medical Program at the Faculty of Medicine and Medical Sciences at USEK is a 7-year program divided into 2 cycles:

- Cycle 1: 3-year program entitled “B.S. in Health Fundamental Sciences”, composed of 110 credits;
- Cycle 2: 4-year program entitled “General Medicine”, composed of 120 credits.

A. B.S. in Health Fundamental Sciences

1) Structure of the program

The B.S. in Health Fundamental Sciences is a 3-year undergraduate program designed to introduce students to the disciplines of biomedical sciences along with the clinical approach to health and diseases. The curriculum develops an integrated understanding of biomedical concepts that are central to the medical study, hence, it prepares students to the disciplinary-based curriculum of the “General Medicine program” Cycle 2.

The program is composed of 110 credits distributed among five areas:

- *General Education:*
English Communication, Religious Sciences, History of Lebanon, Sports Education;
- *Basic Sciences:*
General mathematics, Statistics, Chemistry, Organic Chemistry, Physics, Molecular Biology, Cell Biology, Structural and Metabolic Biochemistry, Biophysics, Computer Science;
- *Basic Medical Sciences:*
Human Anatomy, Human Embryology, Human Genetics, Immunology, Pathology, Pharmacology and Toxicology, Histology, Physiology, Microbiology, Human Parasitology and Mycology, Surgical and Medical Semiology;
- *Social and behavioral sciences:*
Bioethics, Introduction to Psychology, Civic Engagement;
- *Public Health and the Health Care System:*
Epidemiology, Economics and Health Management, Emergency first AID and Introduction to hospital;

The structure of the Curriculum is given in the table below.

General Education 10 credits			
ENG240	English Communication	3	
SRO	Religious Sciences (*)	3	
HIS	History of Lebanon (*)	3	
SPT	Sports Education (*)	1	
Behavioral and Social Sciences 8 credits			
PSY201	Introduction to Psychology	3	
SOC217	Citizen and Civic Engagement	2	
SRO217	Bioethics	3	
Basic Sciences 26 credits			Prerequisite
BCH320	Structural Biochemistry	3	CHM317
BCH421	Metabolic Biochemistry	3	BCH320
BIO377	Biochemistry and Molecular Biology Laboratory	1	BCH421 & BIO413 (or co-requisite)
BIO413	Molecular Biology	3	MEDL200
CHM212	General Chemistry	3	
CHM317	Organic Chemistry	3	CHM212
CHM377	General Chemistry and Physics Laboratory	1	CHM212
INF308	Applied Computer Sciences	3	
MAT216	General Mathematics	3	
PHY210	General Physics	3	
Basic Medical Sciences 66 credits			Prerequisite
MEDL200	Cytology and Human Cell Pathologies	3	
MEDL205	General Histology	3	
MEDL210	Musculoskeletal Anatomy	3	
MEDL215	Biostatistics and Introduction to Epidemiology	3	MAT216
MEDL220	Human Anatomy	3	MEDL210
MEDL300	Human Embryology	3	
MEDL310	Human Cellular Physiology	3	MEDL200
MEDL315	Human Parasitology and Mycology	3	
MEDL320	Histology of Organs	3	MEDL205
MEDL321	Cytology and Histology Laboratory	1	
MEDL325	Physiology I	3	MEDL310
MEDL330	Homeostasis Physiology	3	MEDL310
MEDL335	Biophysics	3	MAT216 & PHY210
MEDL400	General Pathology	3	
MEDL405	Immunology	3	
MEDL410	Microbiology	3	
MEDL411	Parasitology and Microbiology Laboratory	1	MEDL410 & MEDL315 (or co-requisite)
MEDL420	Surgical Semiology	3	MEDL325 & MEDL330
MEDL425	Epidemiology	3	MEDL215
MEDL430	General Pharmacology and Toxicology	3	MEDL325 & MEDL330
MEDL435	Medical Genetics	3	
MEDL445	Economics and Health Management	3	
MEDL450	Medical Semiology	3	MEDL325 & MEDL330
MEDL455	Emergency First Aid and Introduction to Hospital	1	
Total number of credits		110	

(*) Students have to choose HIS, SRO and SPT courses among the list of courses offered by the University each semester or summer session.

For 2017-2018, USEK offers the following courses:

Religious Sciences 3 credits to be chosen from the following list of courses		
SRO211	Introduction to the Bible	3
SRO213	Religious Pluralism and Dialogue	3
SRO214	Christian Presence in the Middle East	3
SRO215	Social Teachings of the Church	3
SRO216	Religion and Politics	3
SRO218	The Church and Mass Media	3
History of Lebanon 3 credits to be chosen from the following list of courses		
HIS215	Lebanon in the Ancient Period	3
HIS220	Lebanon in the Medieval Period	3
HIS225	Lebanon in the Modern Period	3
HIS230	Lebanon in the Contemporary Period	3
HIS235	Phoenician Language and Civilization	3
Sports 1 credit to be chosen from the following list of courses		
SPT202	Football	1
SPT205	Table Tennis	1
SPT206	Dance	1
SPT207	Chess	1
SPT210	Badminton	1

2) USEK's General Education

Rooted in its institutional mission and its commitment to faith, welfare of the human being, human and spiritual values, and respect of cultural and religious pluralism, the General Education program at USEK reflect the values of its founder, the Lebanese Maronite Order, and the teaching of the Catholic Church on universities.

General Education program aims to provide students enrolled as undergraduates with value learning, intellectual inquiry and to cultivate particular skills to become thoughtful and engaged and active citizens of the country, the region and the world while bringing them to a critical and appreciative understanding of religious tradition, ethical theories and moral development.

To this end, at least 30 credits of the undergraduate studies curriculum are devoted to General Education that includes basic general knowledge, common and proper to USEK, while taking into consideration that students who are enrolled in professional fields such as sciences and engineering should be exposed to the humanities and social sciences and students enrolled in humanities fields should be aware of natural sciences and quantitative reasoning.

Moreover, through these 30 credits of General Education, the university seeks to make its students good citizens of the future, actively engaged in the development of societies, empowered with a sound culture, possessing know-how as well as humanism, and contributing to the establishment of a better world.

3) Institutional Learning Outcomes

Through USEK General Education, students will be able to:

- Engage in fundamental questions of faith and justice.
- Identify, reflect upon, integrate, and apply different arguments to form independent judgments.
- Collect, interpret, evaluate, and use evidence to make arguments and evidence-based decisions.
- Apply knowledge and tools from various disciplines in order to identify and address intellectual, ethical, and practical problems of relevance to the contemporary world.
- Communicate ideas and arguments through clear writing and speech.
- Identify information needs, locate and access information, and critically evaluate sources.
- Collaborate intellectually and creatively with diverse people.
- Engage in the creative process and think critically about, its products, and its cultural traditions to support society.

The following courses of the B.S. in Health Fundamental Sciences program fulfill USEK’s General Education requirements:

English Communication		
ENG240	English Communication	3
Religious Sciences		
SRO	Religious Sciences	3
History of Lebanon		
HIS	History of Lebanon	3
Sports		
SPT	Sports Education	1
Quantitative reasoning		
MAT216	General Mathematics	3
INF308	Applied Computer Sciences	3
Civic engagement		
SOC217	Citizen and Civic Engagement	2
Ethics and Justice		
SRO217	Bioethics	3
Behavioral and Social Sciences		
PSY201	Introduction to Psychology	3
Sciences		
CHM212	General Chemistry	3
PHY210	General Physics	3
	Total	30

N.B.: General Education courses cannot be substituted by courses required by the SMMS programs and *vice versa*.

4) Course Itinerary

In order to complete the B.S. in Health Fundamental Sciences degree in 3 years of study, students are advised to follow the course itinerary given in the tables below.

Students may choose a different course itinerary. In such case, they have to take the following criteria into consideration:

- Course load can be raised up to 18 credits per semester (or 19 credits if the additional credit is a laboratory course).
- MEDL courses are offered once a year according to the previous table.
- MEDL courses are not offered during the summer sessions.
- General education courses are offered continuously (Fall, Spring, and Summer).
- Course itinerary has to abide to course prerequisites and co-requisites.

Year	Semester	Code	Title	Credits
Year 1	Fall (17 credits)	PHY210	General Physics	3
		CHM212	General Chemistry	3
		MAT216	General Mathematics	3
		MEDL200	Cytology and Human Cell Pathologies	3
		MEDL210	Musculoskeletal Anatomy	3
		SOC217	Citizen and Civic Engagement	2
	Spring (16 credits)	CHM377	General Chemistry and Physics Laboratory	1
		CHM317	Organic Chemistry	3
		INF308	Applied Computer Sciences	3
		MEDL205	General Histology	3
		MEDL215	Biostatistics and Introduction to Epidemiology	3
	Summer Session (3 to 6 credits)		<i>General education courses</i>	3 to 6

Year	Semester	Code	Title	Credits
Year 2	Fall (16 credits)	BCH320	Structural Biochemistry	3
		MEDL220	Human Anatomy	3
		MEDL320	Histology of Organs	3
		MEDL321	Cytology and Histology Laboratory	1
		MEDL335	Biophysics	3
		PSY201	Introduction to Psychology	3
	Spring (15 credits)	BCH421	Metabolic Biochemistry	3
		MEDL300	Human Embryology	3
		MEDL325	Physiology I	3
		MEDL330	Homeostasis Physiology	3
	Summer Session (3 to 6 credits)		<i>General education courses</i>	3 to 6

Year	Semester	Code	Title	Credits
Year 3	Fall (19 credits)	MEDL405	Immunology	3
		MEDL420	Surgical Semiology	3
		BIO413	Molecular Biology	3
		BIO377	Biochemistry and Molecular Biology Laboratory	1
		MEDL430	General Pharmacology and Toxicology	3
		MEDL410	Microbiology	3
		MEDL450	Medical Semiology	3
	Spring (17 credits)	MEDL315	Human Parasitology and Mycology	3
		MEDL400	General Pathology	3
		MEDL411	Parasitology and Microbiology Laboratory	1
		SRO217	Bioethics	3
		MEDL425	Epidemiology	3
		MEDL445	Economics and Health Management	3
		MEDL455	Emergency First AID and Introduction to Hospital	1

B. General Medicine program

1) Structure of the program

The academic requirements of this 4-year program (designated by MED1, MED2, MED3 and MED4) lead to a General Medicine degree.

The curriculum counts 120 credits distributed over 4 years as follows:

MED1			MED2			MED3			MED4	
<i>Fall</i>	<i>Spring</i>	<i>Summer</i>	<i>Fall</i>	<i>Spring</i>	<i>Summer</i>	<i>Fall</i>	<i>Spring</i>	<i>Summer</i>	<i>Fall</i>	<i>Spring</i>
Lectures		Lectures	Lectures		Internship	Lectures & seminars			Thesis	
33 credits		6 credits	31 credits		Shadowing	12 credits			9 credits	
495 hours		90 hours	465 hours		1 month	180 hours				
Clerkship & Case Study			Clerkship & Case study			Internship			Internship	
4 credits			6 credits			7 credits			12 credits	
300 hours			300 hours			12 months			10 months	

N.B.: - **Clerkships** refer to clinical trainings in MED1 and MED2, and **Internship** refer to clinical trainings in MED3 and MED4.

- Internships continue during the semester break and during the summer session.

2) Course Itinerary

In order to complete the General Medicine program in 4 years of study, students are advised to follow the following course itinerary:

Year	Semester	Code	Titles	Credits	Prerequisite
MED 1 43 credits	Fall 19 credits	MDG510	Clinical Pharmacology and Toxicology	3	
		MDG515	Electrocardiology and Hemodynamics	3	
		MDG520	Cardiovascular Pathology	3	
		MDG525	Pulmonary Pathology	3	
		MDG530	Urinary Tract Pathology	3	
		MDG565	Dermatology and Plastic Surgery	3	
	Spring 18 credits	SMG510	Introduction to Hospital Training	1	
		MDG545	Gastrointestinal Pathology	3	
		MDG555	Hepatobiliary and Pancreatic Pathology	3	
		MDG560	Obstetrics and Gynecology	3	
		MDG535	Endocrine and Metabolic Diseases	3	
	Summer 6 credits	SMG511	Hospital Training I	3	SMG510
MDG580		Neurological Diseases	3		
MED 2 37 credits	Fall 19 credits	MDG620	Public Health and Occupational Medicine	3	
		MDG625	Forensic Pathology and Medical Law	3	
		MDG550	Anatomic Pathology Laboratory	1	
		MDG540	Specialized Anatomic Pathology	3	
		MDG590	Oncology	3	
		MDG595	Infectious Diseases	3	
	Spring 18 credits	MDG575	Psychopathology	3	
		MDG600	Pediatrics	3	
		SMG512	Hospital Training II	3	SMG511
		MDG610	Systemic Diseases and Internal Medicine	3	SMG512
		MDG615	Hematology and Clinical Biology	3	SMG512
		MDG570	Pathology of the Musculoskeletal System	3	
Summer	MDG585	Ear, Nose, and Throat Pathology, and Ophthalmology	3		
	MDG630	Introduction to Medical Research (1)	3		
	SMG513	Hospital Training III	3	SMG512	
MED 3 19 credits	Fall 9 credits		Shadowing		SMG513
		MDG635	Medical and Surgical Therapeutics Seminars I	3	SMG513
		MDG640	Medical and Surgical Critical Care	3	SMG513
	Spring 9 credits	SMG514	Hospital Training IV	3	SMG513
		MDG645	Clinical Reasoning and Risk Management	3	
		MDG650	Medical and Surgical Therapeutics Seminars II	3	SMG513
Summer 1 credit	SMG515	Hospital Training V	3	SMG514	
	SMG516	Hospital Training VI	1	SMG515	
MED 4 21 credits	Fall 6 credits	SMG517	Hospital Training VII	3	SMG516
		SMG518	Hospital Training VIII	3	SMG516
		TMG697A	Thesis of Medicine	0	
	Spring 15 credits	SMG519	Hospital Training IX	3	SMG517
		SMG520	Hospital Training X	3	SMG517
		TMG697B	Thesis of Medicine	9	TMG697A

(1) Students may register in this course during MED2 or MED3.

C. MED 1 and MED 2

1) Structure of the curriculum

The first two years of the General Medicine program are designated by MED1 and MED2.

During these two years, students will associate a theoretical education within the SMMS and a practical education, in contact with patients, within the CHU-NDS Hospital. They will gradually learn technical skills, management skills and interpersonal skills, and integrate them into their clinical skills. They will follow theoretical courses that focus on Human Pathology Body Systems and Diseases covering Medicine and Medical Specialties, Surgery and Surgical Specialties, Pediatrics, and Obstetrics and Gynecology along with a general course on Pharmacology and Clinical Toxicology.

Students will follow a clinical training (clerkship) in order to develop clinical skills such as: taking a medical history, performing a complete and thorough clinical examination, elaborating a tailored plan of investigations and developing diagnosis hypotheses.

MED1 Summer session is dedicated to MDG620 and MDG625 courses.

2) Workload

To ensure a judicious amount of students' workload and border the volume of scheduled time during a given week, MED1 and MED2 students are required to perform 3 half-days per week (12 hours total per week) mandatory hospital clerkships and Case Study (288 hours per year) according to the following rotations:

Department	MED1	MED2	Total
Medical Specialties	12 weeks / 144 hours	12 weeks / 144 hours	24 weeks / 288 hours
Surgical Specialties	4 weeks / 48 hours	6 weeks / 72 hours	10 weeks / 140 hours
Obstetrics and Gynecology	2 weeks / 24 hours	2 weeks / 24 hours	4 weeks / 48 hours
Pediatrics	2 weeks / 24 hours	2 weeks / 24 hours	4 weeks / 48 hours
Anesthesia and Emergency	2 weeks / 24 hours	-	2 weeks / 48 hours
Radiology	2 weeks / 24 hours	2 weeks / 24 hours	4 weeks / 48 hours
Total	24 weeks / 288 hours	24 weeks / 288 hours	48 weeks / 576 hours

During each rotation, students are supervised by a tutor (a physician) chosen among the full time faculty. The tutor will teach, guide, ameliorate and assess the knowledge, learning skills, clinical skills, and ethics of the students under his/her supervision.

The following tables give a typical week workload for MED1 and MED2 students:

A typical week in MED1

	Monday	Tuesday	Wednesday	Thursday	Friday	
08:00-9:15	Lectures	Hospital Clerkship	Case Study	Hospital Clerkship	Lectures	
09:30-10:45						
11:00-12:15	Lectures				Lectures	
12:30-13:45						
14:00-15:15		Lectures		Lectures		
15:30-16:45	Lectures	Lectures		Lectures	Lectures	
17:00-18:15	Lectures				Lectures	

A typical week in MED2

	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-9:15	Hospital Clerkship		Case Study		Hospital Clerkship
09:30-10:45					
11:00-12:15					
12:30-13:45					
14:00-15:15		Lectures	Lectures	Lectures	
15:30-16:45	Lectures	Lectures	Lectures	Lectures	Lectures
17:00-18:15	Lectures	Lectures		Lectures	Lectures

D. MED 3 and MED 4

1) Structure of the Curriculum

The last two years of the General Medicine program are designated by MED3 and MED4.

The clinical internships are devoted to the study of health and disease in the various clinical departments of the CHU-NDS and other affiliated hospitals (the Eye and Ear Hospital, and La Croix Psychiatric Hospital, etc.).

These two academic years include 23 months of internships distributed according to the following plan:

-	MED3			MED4	
<i>Summer</i>	<i>Fall</i>	<i>Spring</i>	<i>Summer</i>	<i>Fall</i>	<i>Spring</i>
Internship Shadowing 1 month	Internship 7 cr. - 12 months Lectures & seminars 12 cr. - 180 hours			Internship 12 cr. - 10 months Thesis 9 cr.	

During MED3, students complete their training through courses and seminars in therapeutics, medical and surgical reanimation, and clinical reasoning.

During MED4, students conduct their thesis.

2) Internship rotation

During MED3 and MED4, students shall complete 23 months of internship at the Hospital. The first month is dedicated to the shadowing activity (see next section) and the remaining 22 months are distributed as follows:

Specialty	Hospital	Duration in months	Completed during
Medicine	CHU NDS	5 to 8	MED3 & MED4
Pediatrics	CHU NDS	2 to 3	MED3 & MED4
Surgery	CHU NDS	4 to 7	MED3 & MED4
Gynecology & Obstetrics	CHU NDS	2 to 3	MED3 & MED4
Emergency	CHU NDS	1 to 3	MED3 & MED4
Intensive Care	CHU NDS	1 to 2	MED3 & MED4
E.N.T. / Ophthalmology	Eye and Ear	1	MED3
Psychiatry	De la Croix	1	MED3
Laboratory	CHU NDS	0 to 1	MED4
Radiology	CHU NDS	0 to 1	MED4
Geriatrics, Physical medicine and rehabilitation	Beit Chabeb	1	MED4
Elective (1)	-	0 to 1	MED4
Vacation (2)	-	2	MED3 & MED4

(1): Students may choose one-month elective internship at a recognized University Hospital in Lebanon or abroad.

(2): Students are allowed to 4 weeks of vacation per year, divided into 2 blocks of 2 weeks. Students may request the head of the department for a 4-week vacation.

3) Shadowing

Students that have validated the clerkship by the end of MED2 spring semester will start the MED3 internship during the following summer. They are divided into groups and each group will perform a 4-week shadowing activity at the CHU NDS Hospital with MED4 interns, supervised by the residents of the service and the attending.

The assessment of the shadowing activity will be part of the MED3 fall semester internship grade.

4) Rotations

The rotations are distributed at the beginning of the academic year taking into account 2 internship preferences for each student. Any exception to this distribution must be motivated with the head of the department.

During each rotation, students will comply with the department's schedule and they shall complete a maximum of nine duties per month.

5) MED3 curriculum

Students admitted in MED3 are those who have completed all the courses and the clerkships required in MED1 and MED2.

After completing the shadowing activity, MED3 students shall perform 12 mandatory 1-month rotations (including one-month vacation) in the clinical disciplines of Medicine, Surgery, Pediatrics, Obstetrics & Gynecology, Emergency, Intensive care, ORL & Ophthalmology, and Psychiatry.

Students have also to validate 12 credits of lectures (180 hours).

Lectures' schedule is defined each semester (no lectures in the summer session). Lectures stop from December 20 till February 1st.

The “Therapeutic Seminars I and II” courses tackle topics chosen in each specialty on the basis of the subject's frequency, acuity, educational aspect, and emerging health issues. These seminars complement the training by addressing different axes of care and treatment of various pathologies.

The “Medical and Surgical Reanimation” course emphasizes the management of urgent and acute situations.

The “Clinical Reasoning and Risk Management” course reinforces in the first part the overall view of the management through practical clinical cases and insists in its second part on the ethical, relational side, communication skills, and healthcare quality requirements.

Structure of the Curriculum in MED3

	Fall Semester	Spring Session	Summer Semester
Duration	From September 1 st To February 28 th	From March 1 st To May 31 st	From June 1 st To August 31 st
Courses	Medical and Surgical Therapeutics Seminars I Medical and Surgical Critical Care	Medical and Surgical Therapeutics Seminars II Clinical Reasoning and Risk Management	<i>None</i>
Internships	12 Rotations of 1 month each <i>Internships continue during the semester break and during the summer session.</i>		

6) MED3 Workload

The following table shows students' workload during MED3. This schedule can vary according to the mode of operation of each department.

A typical week in MED3

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00	Hospital Internship	Hospital Internship	Hospital Internship	Hospital Internship	Hospital Internship	Hospital Internship
09:00						
10:00						
11:00						
12:00	<i>Lunch break</i>	<i>Lunch break</i>	<i>Lunch break</i>	<i>Lunch break</i>	<i>Lunch break</i>	
13:00	Hospital Internship	Hospital Internship	Hospital Internship	Hospital Internship	Hospital Internship	
14:00						
15:00						
16:00						
17:00	Lectures					
18:00						
19:00						

7) MED4 curriculum

Students admitted in MED4 are those who have completed all the courses and the internships required in MED3.

MED4 students shall perform 10 mandatory rotations of one month each including one month of vacation and one month of elective internship within or outside the CHU-NDS hospital (Conditions are detailed in Appendix 2). The clinical internships are devoted to the study of health and disease in the various clinical departments of the CHU-NDS and other affiliated hospitals.

MED4 students shall also carry out a research work, submit a thesis and defend it publicly in front of a jury (See document “Thesis in medicine regulations”).

Structure of the Curriculum in MED4

	Fall Semester	Spring Session
Duration	From September 1 st To February 28 th	From March 1 st To May 31 st
Thesis	9 credits	
Internship	10 Rotations of 1 month each <i>Internships continue during the semester break</i>	

8) MED4 Workload

The following table shows students' workload during MED4. This schedule can vary according to the mode of operation of each department.

A typical week in MED4

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00	Hospital Internship	Hospital Internship	Hospital Internship	Hospital Internship	Hospital Internship	Hospital Internship
09:00						
10:00						
11:00						
12:00	<i>Lunch break</i>	<i>Lunch break</i>	<i>Lunch break</i>	<i>Lunch break</i>	<i>Lunch break</i>	
13:00	Hospital Internship	Hospital Internship	Hospital Internship	Hospital Internship	Hospital Internship	
14:00						
15:00						
16:00						

V- Admission to the BS in Health Fundamental Sciences (Cycle 1)

A. Admission Application

The admission application can be downloaded from the University website or collected from the Orientation Office or filled online.

The admission application should be returned, completed and accompanied with all the required documents, to the Orientation Office within the deadline specified in the Academic Calendar. This application, along with the submitted official documents, remain the property of USEK and will be confidential.

Students with incomplete files will be admitted to USEK as Provisional Students and will sign a commitment letter. Provisional students are applicants who are holders of the Official Lebanese Baccalaureate or its equivalent but failed to submit the requested official documents on time for a regular admission. No official documents can be requested nor delivered during this period to Provisional students.

The voluntary transcription of incorrect information and submission of falsified documents will automatically lead to the annulment of the admission request.

B. Required Documents

The following documents are required for the admission to the BS in Health Fundamental Sciences:

- a) A photocopy of the national identity card and a recent family civil extract (for Lebanese applicants) or photocopy of valid passport (for international students);
- b) Two recent passport-size photos;
- c) A photocopy of the grades transcript of the last three high-school classes certified by the school (the first two trimesters for Gr12 classes in case the admission file is submitted before the end of the ongoing academic year);
- d) The certificate of the Lebanese Baccalaureate or an equivalent degree, certified by the Lebanese Ministry of Education and Higher Education.

C. Admission Requirements

1) Technical requirements

The School of Medicine and Medical Sciences at USEK makes no pre-admission inquiry regarding disability. Students with disabilities applying to medical school will be expected to meet all admission standards, with accommodations if necessary.

Since graduates of medical schools must have the knowledge, skills, and attitude to function in a broad variety of clinical situations and to render a wide spectrum of patient care, the SMMS expects that all qualified candidates will be able to complete, with or without reasonable accommodation, all requirements inherent in and leading to the MD degree.

Accordingly, prospective candidates must be capable of meeting the following technical standards that reflect those skills and abilities that are essential to the completion of the academic program.

- Observation;
- Communication;
- Sensory and Motor Coordination and Function;
- Intellectual-Conceptual, Integrative and Quantitative Abilities;
- Behavioral and Social Attributes.

The Technical Standards listed above are not intended to deter any candidate or enrolled student for whom reasonable accommodation will allow the fulfillment of the complete curriculum.

2) Academic requirements

An applicant to the BS in Health Fundamental Sciences at USEK should fulfill the following admission requirements:

- a) Be a holder of the Lebanese Baccalaureate (Life Sciences - *LS*, General Sciences - *GS*) or of an equivalent diploma;
- b) Have completed an admission form for the undergraduate studies program, filled online or at the Orientation Office, along with the required documents;
- c) Demonstrate a university level of English and French languages proficiency (see next section);
- d) Pass the USEK Medicine Entrance Exam;
- e) Pay the file opening and entrance exam test fees; these non-refundable fees should be paid beforehand at one of the banks specified by the University.

D. Proof of Language Proficiency

Candidates to the BS in Health Fundamental Sciences at USEK must demonstrate a university level of English and French languages proficiency by presenting one of the standardized tests accepted by the University or USEK English/French Proficiency Tests.

Below are the recommended minimum scores for tests knowing that these scores may be changed without prior notice:

- English Language
 - o Redesigned SAT I Evidence-Based Reading and Writing $\geq 550 / 800$
 - o Pre-March-2016 SAT I Reasoning Test (Writing section) $\geq 360 / 800$
 - o Internet Based TOEFL iBT $\geq 80 / 120$
 - o Computer Based TOEFEL CBT $\geq 213 / 300$
 - o IELTS $\geq 6/9$
 - o USEK-ENT English proficiency test $\geq 70/100$
- French Language
 - o DELF
 - o USEK-ENT French proficiency test $\geq 70/100$

Standardized tests: Details on standardized tests could be verified at the following link: <http://www.amideast.org/lebanon> for applicants in Lebanon. USEK's **College Board code number is 7061**. This code allows our institution to receive SAT scores automatically.

USEK proficiency test USEK-ENT: This test is carefully designed to measure a candidate's level of proficiency in the English language and the French Language. It includes sections on structure and language use, vocabulary and written response, reading and comprehension, and essay writing.

The proof of language proficiency is a prerequisite to sit for the Medicine Entrance Exam.

E. Medicine Entrance Exam

Medicine Entrance Exam aims to assess the scientific and cultural levels of the applicant to the BS in Health Fundamental Sciences, and is a prerequisite for registration in the BS in Health Fundamental Sciences.

It is a 4-hour competitive exam composed of the following subjects: Biology, Mathematics, Chemistry, Physics and General knowledge.

The result to this competitive exam is subject to a *numerus clausus* criterion in order to select between 40 and 50 students each academic year.

F. Admission tracks and specific requirements

There are two tracks for admission into the BS in Health Fundamental Sciences:

- Regular admission
- Admission by file transfer

Regardless of the chosen admission track, the candidate should abide by:

- Admission requirements (see section C above);
- Language proficiency requirements (see section D above);
- USEK Medicine Entrance Exam (see section E above).

G. Regular Admission

All applicants fulfilling the General Admission requirements and Language proficiency requirements are eligible for Regular Admission to the BS in Health Fundamental Sciences within the deadlines predefined in the academic calendar.

H. Admission by File Transfer

Applicants who have previously pursued academic studies outside the Faculty of Medicine and Medical Sciences at USEK and are wishing to pursue their studies at the SMMS, should fill in an admission application and tick the "Transfer" box. Any transfer request should be submitted, through an admission application, three weeks prior to USEK Medicine Entrance Exam.

Transfer requests should be accompanied with all the required documents for admission to USEK, and with detailed descriptions of the potential transferable courses (specifying the number of hours), in addition to the latest academic transcript.

Following the evaluation of the file and the study of the applicants' references by the Admission Committee of the SMMS, all transferable courses will be validated and reported on the student's transcript with the grade letter 'T'. The assessment of the credits to be likely transferred is based on the following criteria:

- Courses likely to be transferred must have the same learning objectives, outcomes and content as their equivalent at the SMMS. This criterion may require that several courses from the university of origin be validated as equivalent to a single course at USEK or vice-versa;
- Courses likely to be transferred must have at least the same credit hours as their equivalent at the SMMS. This criterion may require that several courses from the university of origin be validated as equivalent to a single course at USEK or vice-versa;
- Courses likely to be transferred must be validated at the university of origin with a minimum grade of 70/100 according to USEK's grading scale.
- Courses validated six years ago, or more, before the admission date, shall be reviewed by the admission committee of the SMMS so that they can be considered as transferred credits;
- The number of transferred credits cannot exceed 49% of the total number of credits required for the BS in Health Fundamental Sciences at USEK;
- All transferred credits are declared and validated during admission to the Holy Spirit University of Kaslik; afterwards, no transferred credits can be added.

In order to abide by the academic rule concerning probation (Refer to Section X – H3), the SMMS Admission Committee will not grant a transfer if the GPA of the courses to be transferred is less than 80/100.

The number of credits transferred will be converted into the number of equivalent semesters in order to abide by the "Duration of study" requirement (Refer to Section IX - D)

The decisions of the SMMS Admission Committee are finals and cannot be disputed. They are communicated to the Registrar for execution.

The grade T will be given to the transferred courses and the student cannot repeat a transferred course by registering for its equivalent in the Holy Spirit University of Kaslik.

Applicants must meet the admission criteria mentioned and must sit for and pass the entrance exam.

I. Admission Calendar

Applicants are responsible for consulting the USEK Calendar on the University website to check for the schedule of the USEK English/French Proficiency Tests and the Medicine Entrance Exam, or they can refer to the Orientation Office directly.

J. Admission Validity

The admission to the BS in Health Fundamental Sciences program is only valid for the fall semester of the ongoing year.

Admitted candidates must register before a deadline specified by the SMMS during the publication of the entrance exam results. Passing the deadline, the candidate loses his/her right to registration.

K. Special Admission Types

All special admission requests shall be subject to the approval of the admission committee of the SMMS.

1) Admission of the Ungraded Attendee:

The *Ungraded Attendee* status enables interested candidates to register at USEK in order to take courses, without any previous conditions of having a diploma/degree or undertaking a test. Applicants for the *Ungraded Attendee* status have to fill an admission application at the Registrar Office, along with a photocopy of the identity card and two passport photos. The file will be examined by the Admission Committee of the SMMS.

The *Ungraded Attendee* will receive, at the end of the semester or of the Summer session, a certificate of attendance or a transcript with the grade "U" (Ungraded). If the *Ungraded Attendee* does not attend the class as a regular student, he/she will get the grade "R" (Repeat) and will not receive any certificate. He/she does not benefit from the scholarship granted to students (scholarships, student Social Security). The *Ungraded Attendee* must pay all the fees of registration and studies at the beginning of the semester.

Candidates for the status of Ungraded Attendee can register in a maximum of 12 credits per semester within the limit of available places in each course.

If, in the future, a former *Ungraded Attendee* is enrolled in the medical program, he/she must attend all courses as a normal student. He/She cannot claim a privilege to be absent from class.

2) Non-Degree and Visiting Students

A visiting student can be an international student coming to USEK not in the frame of an agreement as for the International Exchange Students.

The purpose of the application of non-degree and visiting students is to pave the way to their enrollment for a short period of study and not for a whole curriculum.

Applicants must submit the following documents:

- a) A completed application form;
- b) An official copy of school / university transcript with information about the rating scale;
- c) Two letters of recommendation required for visiting students: one from a school advisor and the other from a professor;
- d) A photocopy of passport or identity card (if local);
- e) Non-refundable registration fee.

2.1 Admission of a Visiting Student

This category applies to a student who is currently enrolled in a degree program outside Lebanon, and who seeks to take courses at USEK as part of a recognized study abroad or of an

experience of exchange and who wishes to apply or to transfer credits for courses taken at USEK to the curriculum of his/her university of origin.

Admission is normally offered during two semesters if the student enrolled in Fall Semester at USEK or for two semesters if he/she starts from the Spring semester (registration may be extended for another semester depending on the course offerings and the results of the courses taken at USEK; the petition to this effect is fundamental).

Applicants should note the following:

- a) Visiting students must normally complete their studies in their universities of origin;
- b) Visiting students can normally take up to 18 credits of undergraduate program or 9 from the graduate program per semester;
- c) Visiting students must be enrolled in an undergraduate or a graduate program at a university recognized outside Lebanon;
- d) Applicants must complete the first year or a minimum of 30 credits at their university of origin before beginning their studies at USEK;
- e) Students' file is examined by the Admission Committee of the Faculty of Medicine;
- f) Students must meet the language requirements in English and French. The exemption is given to applicants whose native language is English or French.

NB: The admission at USEK as an Ungraded Attendee or as a visiting student does not entitle the student to a regular study program at USEK.

2.2 Admission of a Non-Degree student

For a student who does not want to graduate:

This category applies to students enrolled in an academic program recognized in Lebanon, having completed at least two semesters (24 credits minimum) and who do not wish to enroll in a study program at USEK. The *non-degree student* may take up to 18 credits per semester. Admission is normally offered for two semesters if the student enrolled in the Fall Semester at USEK or for two semesters if he/she starts from the Spring Semester (registration may be extended to another six months depending on the range of courses and on the results of the courses taken at USEK. The petition for this is fundamental).

Candidates must know the following:

- a) Students can normally take up to 18 credits of undergraduate program or 9 from the graduate program per semester;
- b) Students must have a high school diploma, a high school certificate recognized by the government or a higher level of education recognized by USEK;
- c) Students must have completed at least two semesters at another university recognized by USEK;
- d) Credits taken at USEK will be considered in USEK diplomas if the student wishes to apply as a student. He/she will then be accepted following the admission criteria;
- e) Students must meet the language requirements in English and French.

2.3 Admission of an Incoming Exchange student

This category applies to students enrolled in a degree program abroad in one of USEK partner institutions (list of partners <http://www.usek.edu.lb/en/international/agreements-and->

[collaborations-by-country](#)), having completed at least two semesters (30 credits minimum), and who wish to transfer credits taken at USEK to their university of origin.

Admission is normally offered for up to two semesters (summer session may be added), with the possibility of extension upon the approval of the home university.

Applicants must submit the following documents:

- a) A completed application form;
- b) An official copy of university transcript with information about the rating scale;
- c) One letter of nomination from the university of origin;
- d) A photocopy of passport or identity card (if local).

Applicants should also note the following:

- a) Incoming Exchange Students must be enrolled in an undergraduate or a graduate program at a university that has a signed agreement with USEK;
- b) Incoming Exchange Students must have completed the first year or a minimum of 30 credits at their university of origin before applying at USEK;
- c) Incoming Exchange Students must be nominated by their home university;
- d) Incoming Exchange Students are exempted from paying the tuition fees at USEK if stipulated in the agreement signed with the university of origin;
- e) Incoming Exchange Students can normally take up to 18 credits of undergraduate program or 9 of the graduate program per semester. Taking additional credits must be approved by the relevant department chair knowing that the student must pay the tuition fees of the total number of additional credits;
- f) Incoming Exchange Students must meet all language requirements at USEK;
- g) Incoming Exchange Students must complete their studies at their university of origin.

L. Students with disability

Any applicant or student who believes that he/she has a disability or handicap which requires a reasonable accommodation with respect to his/her duties and responsibilities should make a request for an accommodation with the Student Affairs Office.

VI- Admission to the General Medicine program (Cycle 2)

The General Medicine Program has two admission tracks: one track for BS in Health Fundamental Sciences graduates and another track for other applicants. It should be noted that Admission by transfer is not allowed for the General Medicine program.

A. Track 1: For applicants holding a BS in Health Fundamental Sciences from the SMMS at USEK

Applicants holding a BS in Health Fundamental Sciences from the Faculty of Medicine and Medical Sciences at USEK with a GPA of 80/100 or above are admitted to the General Medicine Program. However, they have to fill an application form at the Orientation and Admission Office.

B. Track 2: For other applicants

An applicant to the General Medicine Program at USEK should fulfill the following requirements:

- a) Submit an application form;
- b) Hold a Lebanese Baccalaureate (Life Sciences - LS, General Sciences - GS) or an equivalent diploma;
- c) Hold a BS in Biology, Chemistry, Biochemistry, Biomedical Engineering, Health Fundamental Sciences, or other Sciences program with a GPA of 80/100 or above (what is known as Pre-Med program; a 3-year program with a load of 92 to 110 credits);
- d) Has a GPA score of 85/100 or above on the following core courses in Sciences:
 - Cellular Biology
 - Molecular Biology
 - Structural Biochemistry
 - Metabolic Biochemistry
 - General Physics
 - General Chemistry
 - Organic Chemistry
 - Statistics
- e) Has a competitive score on the MCAT examination, defined on a yearly basis, where applicants should sit for the exam by end of the spring semester of the 3rd year of their BS. The MCAT score should be presented along with the application form.
For the academic year 2017-2018, the required MCAT score is 508/528.
- f) Submit a proof of university level language proficiency (in French and English as defined in the admission policy for the BS in Health Fundamental Sciences).

Eligible candidates should sit for a competitive Entrance Exam covering the following subjects:

- Cytology and Human Cell Pathologies
- Biostatistics
- Human Cellular Physiology
- Human Physiology
- Microbiology
- Genetics
- Human Embryology

The selection of students is based on a system of *numerus clausus* (according to clerkship's availability).

Admitted candidates should complete a one-year Medical Prerequisite Courses with a GPA of 80/100 or above.

A mandatory advising interview will guide each candidate in the choice of the Medical Prerequisite Courses (**up to 21 credits per semester**) listed below:

- MEDL205 General Histology 3 cr.
- MEDL210 Musculoskeletal Anatomy 3 cr.
- MEDL220 Human Anatomy 3 cr.
- MEDL315 Human Parasitology and Mycology 3 cr.
- MEDL320 Histology of Organs 3 cr.
- MEDL335 Biophysics 3 cr.
- MEDL400 General Pathology 3 cr.
- MEDL405 Immunology 3 cr.
- MEDL420 Surgical Semiology 3 cr.
- MEDL425 Epidemiology 3 cr.
- MEDL430 General Pharmacology and Toxicology 3 cr.
- MEDL445 Economics and Health Management 3 cr.
- MEDL450 Medical Semiology 3 cr.
- MEDL455 Emergency First Aid and Introduction to Hospital 1 cr.

C. Admission Validity

The admission to the MD-Program is only valid for the fall semester of the ongoing year.

D. Students with disability

Any applicant or student who believes that he/she has a disability or handicap which requires a reasonable accommodation with respect to his/her duties and responsibilities should make a request for an accommodation with the Student Affairs Office.

VII- Registration

A. Pre-registration

In order to complete the BS and the MD program within the imposed time frame, students are strongly advised to follow the courses itinerary defined in section IV.

During the sixth week of classes, educational orientation aiming at guiding students regarding their pre-registration is conducted within the SMMS by the department heads and educational advisors.

During the eleventh week, pre-registration takes place online. The period given to the online pre-registration is similar to that attributed to common registration (one week).

Online pre-registration is conditioned by the following criteria:

- The courses of the current semester are considered successful completed (in other words, registration in the courses with the prerequisites is done);
- The catalog must be observed, the "overrides" are not feasible;
- The student is entitled to a maximum registration of 18 credits;
- During the registration period for the following semester or the Summer session, the code "PR" of the pre-registration carried out by the student must be confirmed online, by "Complete Registration";
- Student who fails to confirm or drop his courses during the Registration period will be subject to a penalty fee;
- If the prerequisite courses considered successful in the pre-registration are not successfully completed, the confirmation of courses attached therein cannot be made;
- Students have to validate all of the courses and clerkships of MED1 and MED2 prior to their admission to MED3;
- Students have to validate all the courses and internships of MED3 prior to their admission to MED4;
- By the end of the semester, BS students placed in a probationary situation are permitted to register in 12 to 13 pre-registered credits.
- By the end of the semester, General Medicine students placed in a probationary situation are permitted to register at 15 pre-registered credits.

The student community will be informed about the procedure and all the related information to ensure the proper progress of the pre-registration online.

B. Registration

Course registration is done at the beginning of every semester or the summer session, exclusively online according to the academic calendar. For more information about this calendar, students should visit the University website.

Students cannot register before the specified period. For those who could not register within the established deadlines, it will be possible for them to undergo Late Registration during the Add/Drop period, but they will be subject to penalty fees.

1) Registration Procedure

- a) For his/her first registration, the candidate confirms his/her choice of program in the Orientation office or on the University website.
- b) Then the admitted applicant pays the installment of the first payment of tuition fees at one of the banks listed in the admission application and on the University website.

The first installment of tuition fees includes: the registration fees, The National Social Security Fund fees fixed by the government, and the first term of tuition fees (the full table on the fees is available on the USEK website).

The amount of the first installment, fixed by the University, is similar for all students of the same program, regardless the number of credits that the student is willing to register in, and even though he/she benefits from a financial aid (in this case, the financial adjustments will take place after the registration period).

If the amount fixed by the University exceeds the tuition fees related to the student's semester (for example in case of a final year student), the student should then proceed to the secretariat of the SMMS, fill out the relevant final payment form and have it signed by the Dean or the Associate Dean, before submitting it to the Social Service Office. He/she can then set the first payment to start the next day.

- c) Once the first payment of tuition fees is set up, the student can register his/her courses during the period defined by the academic calendar (the student should wait 48 hours at least after depositing the payment at the bank before being able to register his/her courses). The payment should therefore be paid within 48 hours before the end of the registration period. Otherwise, the student will have to undergo a Late Registration and pays a penalty for the amount announced during the registration period.

2) Steps to follow for course registration:

- a) Consult in advance the timetable of the courses on the USEK website (usek.edu.lb) or on the bulletin boards and choose courses according to the chosen program. With the exception of final year students who have been issued exemption from this rule by the Head of Department, approved by the Dean or the Associate Dean, the student is required to register in 12 credits at least.
- b) Meet, in case of a need, with the Academic Advisor to choose his/her courses.
- c) Proceed to the online registration on the Banner Self-Service during the fixed registration period in the Academic Calendar.

N.B.:

- During the Drop/Add period, the student should also consult his/her Academic Advisor. A student cannot undertake the desired modifications outside the Faculty.
- A course in the course offering may be canceled for major administrative purposes at the end of the registration period. Students and teachers will be notified of its closure by the concerned authorities. The adjustment of registration may be done during the Drop/Add period.

C. Course Section Language

The University offers course sections in three languages: English, French and Arabic. While registering, the student should refer to the course section to make his/her choice:

- E: English section code
- F: French section code
- AR: Arabic section code

Other languages: IT: Italian section code / CH: Chinese section code / PR: Persian section code / SP: Spanish section code / SY: Syriac section code / PT: Portuguese section code / LA: Latin section code / DE: German section code.

D. Administrative Substitution of a Course

This type of registration is only applicable for the following areas of general education courses: History, Religion, and Sports.

In exceptional circumstances, the Head of Department can ask the Dean to allow a regular student to follow a course other than the one included in the program, notably when this student is not able, for legitimate reasons, to follow this course as defined by the program, or when the course offering does not allow him/her to attend in the semester during which he/she might finish his/her curriculum. In this case, the course is replaced with another one of the same level within the same major and within the program's field of knowledge.

Notwithstanding the above:

- No failed mandatory course can be subject to administrative substitution, unless the concerned course cannot be offered anymore, due to a modification in the program.
- A student cannot be allowed to follow more than two substitution courses.
- General Education courses cannot be substituted by courses required by the programs and vice versa.

E. Tutorship Course

This type of registration is only applicable for the following areas of general education courses: History, Religion, and Sports.

The Head of Department can ask the Dean to allow a student to follow a tutorship course, only when all the following conditions are fulfilled:

1. The student is about to graduate;
2. The student could not validate this course on time, for legitimate reasons and this course is not offered in the semester during which the student might finish his/her program;
3. The course cannot be taken externally;
4. The Department has checked for the approval of a specialized teacher in the Department.

Notwithstanding the above:

- No failed obligatory course can be subject to tutorship, unless the concerned course cannot be offered anymore due to a modification in the program.

- A student cannot be allowed to follow more than one tutorship course in his/her entire program.

F. Cross-Registration

Within the framework of agreements signed between USEK and other Lebanese and foreign universities, a student may attend one or two courses in another university, after having obtained first the authorization of his/her Department and the approval of the Dean.

Courses attended in another institution should be deemed equivalent to those of the current program; the equivalency decision being issued by the SMMS Council upon the recommendation of the Curriculum Committee.

In order to be able to follow external courses, the student must abide by the following conditions:

- Student must be registered in his/her last semester;
- Student must not have failed the course(s) before;
- The courses attended in Lebanon, albeit in another university, should not be taught within the SMMS during the semester in question;
- The Head of the Department must send, to the Registrar Office, a written statement certifying that all academic requirements are met by the student;
- The Registrar Office authorizes, in writing, the administrative cross-registration. This authorization is delivered by the student at the hosting university;
- The final grade for each course should be directly reported by the host university, according to the grading system adopted by USEK, to the Dean of the academic unit who will report it to the Registrar Office. This grade will be registered on the academic transcript and is accounted for with the remaining grades, when calculating the student's Grade Point Average and General Average per Semester;
- In addition to the registration fees of USEK, the student should pay all the necessary fees of the host university.

G. Registration in another university (Outgoing exchange students)

This category applies to students regularly enrolled at USEK and who seek to take courses abroad as part of a recognized program (exchange program to one of USEK partners, special programs, scholarships) and who wish to validate at USEK the credits earned abroad. Mobility period can be of a maximum of two semesters.

Applicants should note the following:

- Courses attended in another institution should be deemed equivalent to those of the current program; the equivalency decision being issued by the SMMS Curriculum Committee.
- Outgoing Exchange Students must be enrolled and active in an undergraduate or a graduate program at USEK;
- Outgoing Exchange Students must complete the first year or a minimum of 30 credits at USEK before going abroad;
- Outgoing Exchange Students must have a GPA of 80/100 at least;
- Outgoing Exchange Students are under the obligation of registering USEK equivalent courses and covering the inherent tuition fees in due dates to ensure course recognition;

Outgoing Exchange Students must normally complete their studies at USEK after the mobility period.

H. Add/Drop

Once registration is closed, a student can, if he/she wants, modify the registration of one or two courses during the Add/Drop period (as stated in the Academic Calendar). In order to do so, the student has to visit his Faculty/Institute to proceed with the Add/Drop. Students who perform Add/Drop, has to maintain his/her status as a full time student (a minimum of 12 credits). No courses can be dropped during the summer session.

However, students should be aware that some courses are offered once a year. Thus, any major deviation from the courses itinerary could lead to a delay in the graduation.

I. Withdrawal

After the Add/Drop period, every withdrawal from a course must be subject to a previously written request before the authorized due date, as fixed in the Academic Calendar. To this purpose, the student must submit a request at the Registrar Office, have it signed by the related teacher and the Head of Department before submitting it to the Registrar Office. The deadline for the official withdrawal from a course is fixed, unless otherwise noted, at the 13th week of the semester (or 4th week of the Summer session). It is worth mentioning that an absence during midterms or finals does not lead, in any case, to the withdrawal from the course.

If a student is allowed to withdraw from a course, the latter will be displayed on his/her academic file with the grade W; the course fees cannot be reimbursed or deducted from the general fees the student has to pay. Furthermore, a withdrawal from a course does not lead to any modification in the student's University fees. In addition, a student, having withdrawn from a course during the semester, cannot apply for a scholarship of merit for the following semester, even if all other required conditions are fulfilled. The withdrawal from a course will be refused if a student's credits per semester drop below the minimum number of 12 credits per semester.

J. Term Withdrawal

If a student cannot complete a semester and has to withdraw from all his/her courses after the Add/Drop period for major reasons; such as, serious health problems, exceptional family circumstances, etc., the University's administration can attribute the grade WW (Term Withdraw) to each course. In order to obtain a Term Withdrawal, the student has to submit the relevant official form to the Registrar Office. If the withdrawal from a course is not officially done, the student will be given the failing grade FW (Fail to Withdraw) by the teachers concerned, for every course at the end of the semester.

A student who gets a WW grade, will have to pay all his/her university fees, as they were calculated during his/her registration.

N.B.: A term withdrawal can only be granted to a student once during his university curriculum.

K. Deregistration

Deregistration is the dropping of all courses during the registration and during Add/Drop period. During the registration and add/drop period, the student can drop all his/her courses. For current students, students who have recourse to deregistration, while they were registered during the previous semester/session at USEK, the deregistration request must be accompanied by a request for the interruption of studies. The latter must also be submitted to the Registrar Office via an appropriate form and the interruption of studies will be noted in the student's academic file. In case of deregistration during the Add/Drop period, the student can ask the Registrar Office for a refund. First term medical students cannot apply for a refund of first payment. Then, the entire amount of study fees, which have been already paid, will be refunded. However, the student has to pay a penalty, which amount is fixed by the University (to view the fees, consult the University website).

VIII- University Fees

A. Registration Fees

The registration fees for each semester are fixed by the University for all sections and Regional University Centers, and are non-refundable (excluding academic services and Summer sessions). The fees are available on the University website.

B. Tuition Fees

The cost of a credit varies according to the level of studies and the chosen specialization. The complete table of fees is available on the USEK website. The cost of a credit is subject to change; the administration reserves the right to review and modify fees for the coming years. All likely modifications of a credit cost are reported in advance to students through bulletin boards, the University website and MyUsek. It is the responsibility of each student to keep well-informed with University news and announcements by regularly consulting these means of communication.

The fees are applied in all USEK branches. However, students registered in one of the three Regional University Centers automatically benefit from a 20% reduction on their tuition fees; this reduction does not include the fee for opening a file, the registration fee and the NSSF membership fee.

N.B.:

- A student registered in any of the three Regional University Centers of Zahle, Chekka and Rmeich and, thus, benefiting from a 20% subsidization of his/her study fees, will have to pay the full fees pertaining to the course credits attended on USEK's Kaslik campus; without any subsidy if the same course is given in his/her home campus.
- A student registered in the Kaslik campus does not benefit from the 20% subsidization of his/her study fees pertaining to the course credits in one of the three Regional University Centers of Zahle, Chekka and Rmeich.
- If the student registered in any of the three Regional University Centers of Zahle, Chekka and Rmeich, benefits from a scholarship or social aid, the amount in question will be applied to the subsidized tuition fees.

C. Membership Fees to NSSF

Membership fees to the National Social Security Fund (NSSF), as fixed by the government, are annual. Students already affiliated to the NSSF, or an equivalent fund, are required to submit an exemption form at the NSSF Delegate Office to ensure that the fee paid in advance is credited to their account during the registration. The relevant form can be downloaded from MyUsek, the University Intranet and from the USEK website (usek.edu.lb). It should be completed and submitted before the end of the fourth week of classes; the date is fixed in the Academic Calendar.

D. Payment Procedure

The student should pay his/her university fees in three installments per semester and two installments for the Summer Session.

Failure to comply with payment installments, as stated in the Academic Calendar, will lead to a 5% financial penalty calculated according to the amount due. Students who do not settle their payment on time will not be able to continue with any administrative procedure.

It is the responsibility of each student to make sure that his/her tuition fees were paid within the deadlines established by the administration of the University.

E. Refund

No refunds are granted unless in case of de-registration (refer to: Refund after Deregistration).

F. Financial Aid

Faithful to the mission of the Lebanese Maronite Order, USEK is committed to help every Undergraduate student facing personal, relational, family, financial or medical difficulties without any discrimination related to religion, culture or nationality.

The Social Service Office proposes financial aid programs allowing the spreading out or the reduction of the tuition fees until the second year of studies. These donations are valid for one academic year, and are not automatically renewed. Applications must be submitted between April and June of the current year for the student to benefit from next year's reduction.

The office reserves the right to withdraw a granted financial aid in the following cases:

- Disciplinary action against the student;
- Student placed on probationary situation;
- Other reasons deemed plausible.

G. Scholarships

Scholarships at the SMMS follow the rules and regulations in force at USEK.

IX- Program Regulations

A. Related Department

Every student relates to a Department which manages his/her academic process, from registration to graduation. The Head of Department ensures that the relevant academic regulations are applied and guarantees the smooth running of courses, practical work, workshops, and clerkships or internships offered by the department, from course offering to final exams. In addition, the Head of Department controls the academic level of the students, gives advice about petitions, requests to revise a certain grade, and notifies about probationary situations leading to obligatory repetitions of a course, or to a modification in the curriculum.

Students registered at the Medical program are distributed over the following departments according to their year of study:

- **Department of Basic Health Sciences Studies**

The Department of Basic Health Sciences Studies shall supervise and administer the various aspects of the first 3 years of study of the Medical Program (i.e. B.S in Health Fundamental Sciences).

- **Department of Medical Sciences**

The Department of Medical Sciences shall supervise and administer the various aspects of the pre-clinical studies of the Medical Program (year 4 and year 5 - designated respectively by MED 1 and MED 2).

- **Department of Doctoral Studies**

The Department of Doctoral Studies shall supervise and administer the various aspects of the clinical studies of the Medical Program (year 6 and year 7 - designated respectively by MED 3 and MED 4).

B. Educational Advisor

Upon registration and for the duration of their enrolment, students can refer to their assigned Educational Advisor. This Advisor is appointed by the Dean and is chosen among the Department's faculty members, according to the student's program. The period of the academic orientation is fixed during each semester in the Academic Calendar.

The Educational Advisor guides the student's choices and informs him/her about the current regulations.

C. Academic year

The academic year is divided into two semesters, Fall and Spring, in addition to a Summer session. Every semester includes 14 effective teaching weeks and one week of final examinations. The Summer session includes, on average, 5 weeks, with 5 teaching days per week, including intensive courses and final examinations.

It is worth mentioning that Summer courses have exactly the same number of hours and evaluation criteria as Fall and Spring semesters. Nevertheless, the SMMS offers no courses during the Summer sessions with the exception of “MDG620- Public Health and Occupational medicine” and “MDG625- Forensic Pathology and Medical Law” that are offered for MED1 students passing to MED2.

N.B: Hospital Internships continue during the semester breaks.

D. Duration of Studies

The minimum and maximum duration of study, specified in the educational contract of each academic program, are defined as follows:

- **BS in Health Fundamental Sciences:** between 6 semesters (3 years) and 8 semesters (4 years) maximum.
- **MD program:** between 8 semesters (4 years) and 10 semesters (5 years) maximum.

If deadlines are not met, students who have not finished the required courses of the curriculum are excluded from the Program.

N.B.: No provision of this Regulation should be interpreted in the sense that the maximum duration of studies established for each program may be exceeded.

E. Educational Contract

All required courses necessary for obtaining the diploma are specified in an Educational Contract, which defines the following:

- The prerequisites and co-requisites;
- The modules specified by the SMMS for the concerned program (BS or MD);
- The general education modules required by the university as well as the elective courses offered by various Faculties/Institutes.

The SMMS defines and organizes the various curricula proposed to students. It identifies the constitutive educational units, their credit hours, contents and arrangements within the chosen program and ensures training and educational follow-up.

The student, if he/she wishes to, can get his/her department’s approval to comply with a more recent Educational Contract. In such a case, the concerned student will have to fully respect the requirements and directions of his/her new Educational Contract.

F. Educational System

1) The Credit

The biannual credit is the measuring unit of the number of hours per semester.

Credits facilitate flexibility among various university programs, as well as the mobility of students. Acquired credits are capitalized and can sometimes be transferred from one Academic unit to another; or even from one university to another.

In the system adopted by the Holy Spirit University of Kaslik, one credit represents one teaching hour (50-minute session) per week during a 15-week semester (including examinations and tests). Therefore, a three credit course generally represents 45 hours of attendance, including examinations. As for laboratory activities, one credit represents 30 hours of attendance.

In short: 1 credit = 15 teaching hours / semester.

1 credit = 30 hours of laboratory activities / semester.

Hospital Clerkships, Hospital Internships, and Thesis in medicine are converted into credits according to the following table:

MED1			MED2			MED3			MED4	
Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring
Clerkship 4 credits 300 hours		-	Clerkship 6 credits 300 hours		Internship Shadowing 1 month 0 credit	Internship 7 credits 12 months			Thesis 9 credits Internship 12 credits 10 months	

2) The Course

A course is composed of one or more credits and is academically managed by the SMMS that determines its contents according to the Program Educational Objectives. Every course has its own requirements and the student cannot be registered for a course without the valid prerequisite/s, if applicable.

The 7-year program is divided into courses. Each course is defined as a coherent collection of educational materials and activities, organized by a department inside the SMMS.

With the exception of hospital clerkships (MED1 and MED2), hospital internships (MED3 and MED4), and the Thesis in Medicine (MED4), each course has a certain number of credits and lasts for one semester.

Hospital Clerkships, Hospital Internships, and Thesis in medicine are converted into courses, for administrative purposes, according to the following table:

Year	Semester	Codes	Titles	Credits
MED 1	Fall	SMG510	Introduction to Hospital Training	1
	Spring	SMG511	Hospital Training I	3
MED 2	Fall	SMG512	Hospital Training II	3
	Spring	SMG513	Hospital Training III	3
MED 3	Fall	SMG514	Hospital Training IV	3
	Spring	SMG515	Hospital Training V	3
	Summer	SMG516	Hospital Training VI	1
MED 4	Fall	SMG517	Hospital Training VII	3
		SMG518	Hospital Training VIII	3
		TMG697A	Thesis of Medicine	0
	Spring	SMG519	Hospital Training IX	3
		SMG520	Hospital Training X	3
	TMG697B	Thesis of Medicine	9	

3) Student Workload

A. BS in Health Fundamental Sciences (Cycle 1)

The average number of credits for every student (in good standing) per semester is 15. The student can take up to 18 credits per semester (or 19 if the additional credit is a lab credit). The minimum number of credits per student during a semester is 12.

During the Summer sessions, students can register for a minimum of 1 credit and a maximum of 6 credits.

B.S. students have the possibility to choose their courses according to the following criteria:

- the choice is conditioned by the criteria of prerequisites and corequisites;
- students have to fulfill the program's requirements in 3 to 4 years;
- the SMMS course offering;
- the student's academic status.

However, in order to complete the B.S. in Health Fundamental Sciences degree in 3 years of study, students are advised to follow the course itinerary proposed by the SMMS.

Following the approval of the Dean, a student with a GPA greater or equal to 85/100, in certain circumstances, considered as necessary, can register in a maximum of 21 credits during a semester and 9 credits during the summer session.

Students on probation can only be registered in 13 credits at the most during a semester. They are advised to meet with their academic advisor to choose the courses to register in.

During the Summer session, Students on probation can only register in General Education courses they have to repeat (if they are offered) and for a maximum of 6 credits.

N.B.: A student enrolled in a Double Degree can register in a maximum of 21 credits per semester. However, he/she has to register in a minimum of 12 credits for the BS in Fundamental Health Sciences.

B. General Medicine Program (Cycle 2)

MD students in good standing shall abide to their program's course itinerary. They are required to register in a fixed number of credits as detailed in the following table:

Year	Fall	Spring	Summer
MED1	19	19	0-6 (2)
MED2	18	15 to 18 (1)	0-6 (2)
MED3	9	9 to 12 (1)	1
MED4	6	15	0

- (1) Students may register in MDG630 course during MED2 or MED3.
- (2) Students may register in MDG620 and MDG625 during MED1 or MED2 summer session.

MED1 and MED2 students on probation can only be registered in 15 credits at the most during a semester. They should settle their probationary situation by the end of the same semester, otherwise, they will be excluded from the program (Refer to section X –I).

Once they settle their probationary situation, they can petition the Dean requesting to register in up to 21 credits the next semester.

4) Academic Status

A. BS in Health Fundamental Sciences (Cycle 1)

A student is considered as having finished an academic year once he/she has validated 36 credits, apart from the ones he/she had already accumulated during previous years.

Therefore, a student who has accumulated 36 credits, after the baccalaureate, is admitted into the second year and a student with 72 credits is admitted into the third year.

A student is considered to be at the end of his/her academic journey:

- During his/her registration for the Fall or Spring semester, he/she is not on probation, and he/she still has 18 credits or less to validate his/her academic program, in accordance with the educational contract of the related program;
- During his/her registration for the Summer session, he/she is not on probation, and he/she still has 9 credits or less to validate his/her curriculum, in accordance with the educational contract of the related program.

B. MD Program (Cycle 2)

A student is considered as having completed MED1 once he/she has validated at least 34 credits including clerkships SMG510 and SMG511.

A student is considered as having completed MED2 once he/she has validated all MED1 and MED2 courses (i.e.: MDG510, MDG515, MDG520, MDG525, MDG530, MDG565, MDG545, MDG555, MDG560, MDG535, MDG580, MDG620, MDG625, MDG550, MDG540, MDG590, MDG595, MDG575, MDG600, MDG610, MDG615, MDG570, and MDG585) and clerkships (i.e.: SMG510, SMG511, SMG512, and SMG513).

A student is considered as having completed MED3 once he/she has validated all MDG courses and MED3 internships (SMG514, SMG515, and SMG516).

MED4 students have to register in the following courses: TMG697A/B, SMG517, SMG518, SMG519, and SMG520.

G. Home Campus

SMMS students are bound to register at USEK main campus. However, since the quality of education is the same within all USEK campuses, a student may, if the Dean approves his/her request, attend one or several general education courses in another campus.

H. Change of Academic Programs - BS in Health Fundamental Sciences

A student wishing to change programs during his/her studies must present an official request by completing the relevant form. This request must be submitted to the Registrar Office at the most during the ninth week of the semester. Any change of program enters into force in the following fall semester.

The admission conditions related to the BS in Health Fundamental Sciences program must be respected or else switching programs will be refused.

During a specific studies program, the student has the right to switch an academic program once. It is worth mentioning that such a request cannot be presented during the summer.

The credits of the initial program, related to common and equivalent courses, have to be validated by the SMMS Admission Committee.

After changing the academic program, the average taken into consideration to determine the student's academic status (probation, obtaining the diploma/degree, etc.) is the Grade Point Average of the Diploma/Degree. On the other hand, the entire academic performance of the student is displayed on the grades transcript.

The academic status of a student is calculated according to the number of credits validated by the new program and will be taken into consideration for the period during which the diploma/degree is being obtained.

I. Declaration of Double Degree

To declare a double degree, students in good academic standing should submit a request at the Registrar Office after completing 30 credits in the first declared degree. The request requires the approval of the Head of the department offering the primary degree and the approval of the Head of the department offering the second degree.

Students must meet minimal course and grade requirements, as determined by the Head of the department offering the second degree, or have to go through the required admission procedure (when needed) in order to be accepted into the desired degree.

A student in a probation situation in his/her priority program cannot apply, simultaneously, to another program.

- N.B.: - BS in Health Fundamental Sciences and MD programs cannot be secondary programs.
- Students registered in double degree shall abide the rule of maximum year of study; i.e.: 4 years for the BS and 5 years for the MD.

J. Declaration of Academic Minor

To declare a minor, students in good academic standing should submit a request at the Registrar Office. The request requires the approval of the Head of the department offering the primary major and the approval of the Head of the department offering the minor. However, no student can declare a minor in his/her first year of study and in the same discipline of his/her major.

Students must meet minimal course and grade requirements, as determined by the Head of the department offering the minor, to be accepted into the desired minor.

K. Interruption of Studies and Readmission

A student who validated at least 36 credits at the SMMS with a GPA ≥ 80 and who wishes to temporarily suspend his/her studies for a period not exceeding two consecutive semesters, must complete the relevant form and submit it to the Registrar Office.

During the interruption of studies, the concerned student is considered as an “inactive student”. However, the authorized interruption duration is included in the maximum duration of studies; therefore, the student should not surpass this maximum authorized duration for obtaining the diploma, or else he/she will be excluded from his/her academic program.

After an interruption of studies, and in order to reregister in the initial program, the student will be automatically readmitted to the “Return Semester” as indicated in the form; if the student does not register to the semester following the authorized interruption period, he/she will inevitably be excluded from the academic program.

If a student suspends his/her studies without officially informing the SMMS administration by submitting the appropriate form to the Registrar Office, he/she will be excluded from the academic program. In this case, the student has the right to present a readmission demand to the suspended program. This request will be examined by the SMMS Admission Committee according to the regulations in force during the time of the application’s filing.

Any student who left USEK voluntarily (as long as the interruption is not due to academic probation or disciplinary exclusion) with an overall average ≥ 80 to another university may apply for a transfer to the Registrar Office, upon his return. This request will be studied by the SMMS Admission Committee. The student cannot in any way dispute the decision of the Committee in accordance with the rules and regulations of Admission on File Transfer.

X- Assessment and Grading System

A. The Grading Table

The final grade given for a course is a numerical grade over 100 or a code according to the following table:

BS in Health Fundamental Sciences		
Grade /100	Alphabetical Equivalent	Scale 0-4
95-100	A+	4.0
90-94	A	4.0
85-89	B+	3.5
80-84	B	3.0
75-79	C+	2.5
70-74	C	2.0
65-69	D+	1.5
60-64	D	1.0
≤ 59	F	0
-	IP	-
-	I	-
-	W	-
-	AW	-
-	WW	-
40	FW	0
-	P/ PR	-
-	R / RR	-
-	T	-
-	U	-
-	G	-

General Medicine		
Grade /100	Alphabetical Equivalent	Scale 0-4
96-100	A+	4.0
90-95	A	4.0
87-89	B+	3.5
84-86	B	3.0
82-83	C+	2.5
80-81	C	2.0
75-79	D+	1.5
70-74	D	1.0
≤ 69	F	0
-	IP	-
-	I	-
-	W	-
-	AW	-
-	WW	-
40	FW	0
-	P/ PR	-
-	R / RR	-
-	T	-
-	U	-
-	G	-

B. Alphabetical Grading

1) "IP" for In Progress

The grade IP is attributed for a course in which the student is given additional time to complete all of its requirements. If it is deemed valid by the concerned teacher, in some exceptional circumstances, and after the approval of the Head of Department, the IP grade can be attributed to a course if it is administratively feasible. Therefore, the student is given additional time to complete all of its requirements. This delay should not exceed the deadline of the registration period of the following semester.

2) "I" for Incomplete

The temporary grade I is attributed by the teacher to a course when the student did not attend for the final evaluation, for justified and accepted reasons (not passing the final examination, internship report, presentation of final project, etc.).

On the grades transcript given by the teacher, the notation I is accompanied by the preliminary grade over 100 (i.e. I50, I60, etc.), which will then be considered as the final grade if the student does not fulfill his/her obligations, by the date limit fixed by the University's academic calendar. It is impossible to change this grade; it is the responsibility of the student to pass his/her remedial examination or deliver his/her work on time.

3) "W" for Withdraw

The grade W is attributed to a course, when the student drops it within the allotted time fixed by the University's academic calendar. This can be justified when the student considers that his/her mid-term grades will not allow him/her to pass the course; his/her average grade will not, therefore, be affected.

N.B.:

- A student cannot withdraw a course if this requires from him/her to exceed the deadline in order of graduation.
- Absence during mid-terms or finals does not lead in any case to withdrawal from the concerned course.
- A student who repeats a required course in his/her program for the third time cannot withdraw from it. He/she cannot withdraw from a remedial course if it is the second time he/she is repeating it.
- A student who withdraws from a course should not have absences that exceed 20%. If he/she does, they will be attributed to the grade FW (Fail to Withdraw) on the course.
- A student who withdraws from a course during a semester/summer session cannot apply for a scholarship of excellence for the next semester/summer session, even if he/she fulfills all the required conditions.
- A student who withdraws from a course will have to pay all his/her University fees, as they were calculated during his/her registration. This means that a withdrawal does not lead to any modification of University fees.
- Withdrawal from a course will be refused if the number of credits falls below the minimum of 12 credits upon withdrawal per semester or 3 credits for the Summer Session.

4) “WW” for Term Withdraw

The grade WW is only attributed by the University’s administration when the student drops all his/her courses for major reasons keeping him/her from continuing the semester; such as, serious health problems, traveling, etc.

In order to obtain the Term Withdraw, the student has to officially apply for it by completing a specific form and submitting it to the Registrar Office. If the withdrawal is not officially completed, related teachers will give the student a “Fail to Withdraw” grade in every course.

N.B.:

- A student who gets a “WW” grade, will have to pay all his/her University fees as they were calculated during his/her registration; meaning that an administrative withdraw will not lead to any modification of University fees.
- A student cannot withdraw a course if this requires from him/her to exceed the deadline in order of graduation.
- A student who repeats a required course in his/her program for the third time cannot withdraw from it. He/she cannot withdraw from a remedial course if it is the second time he/she is repeating it.
- A student who withdraws from a course during a semester/summer session cannot apply for a scholarship of excellence for the next semester/summer session, even if he/she fulfills all the required conditions.

5) “AW” for Administrative Withdraw

This grade is only attributed by the University President or the Council of Discipline in case of violation of the regulations.

N.B.: A student who gets an AW grade, will have to pay all his/her University fees as they were calculated during his/her registration; meaning that an administrative withdraw will not lead to any modification of University fees.

6) “FW” for Fail to Withdraw

The FW grade is given for a course which the student stopped attending without having officially undergone the “Withdraw” procedure – or because he/she did not get the authorization to withdraw. This FW grade is taken into account when calculating the average grade and is equivalent to 40/100.

N.B.:

- A student who gets a FW grade will have to pay all his/her University fees. This means that a “Fail to Withdraw” grade doesn’t lead to any modification of University fees.
- Students who get the grade FW on all their courses during a semester will be excluded from their program of studies in the end of the semester.

7) “P” for Pass and “R” for Repeat (Not applicable at the SMMS)

The grades P and R are given with particular courses. These courses are assessed with a non-numerical grade; as a result, they will not be taken into consideration while calculating the general average.

8) “PR/RR” for Pass Remedial / Repeat Remedial (Not applicable at the SMMS)

This grade is attributed to the language remedial courses.

9) "T" for Transfer

The grade T is given for validated transferred courses. A student cannot repeat a transferred course by registering for its equivalent in the Holy Spirit University of Kaslik.

10) "U" for Ungraded Attendee

The grade U is given for a course in which the student is registered as a free attendee, after the approval of the Head of Department and the Dean. An Ungraded Attendee does not undertake the exams of the course he/she is registered in. No grade can be converted into a "U" and vice versa.

11) "G" for Granted (Not applicable at the SMMS)

The grade G is given for a number of credits of validated courses in the context of a diploma/degree, which means that the courses are granted and students pursuing a higher diploma/degree would not have to repeat them.

C. Passing Grade of a Course (including Clerkships and internships)

The passing grade required to validate B.S. in Health Fundamental Sciences courses is 70/100. However, courses with a grade of 60/100 or above are considered passed if the GPA of the student is above 80/100.

The passing grade required to validate General Medicine courses is 80/100. However, courses with a grade of 70/100 or above are considered passed if the GPA of the student is above 80/100, with the exception of the following 3 courses that should be validated with a grade of 80/100:

- MDG635 Medical and Surgical Therapeutics Seminars I
- MDG650 Medical and Surgical Therapeutics Seminars II
- TMG697 Thesis of Medicine

D. The Evaluation Criteria

1) Courses

With the exception of Hospital clerkships and internships, the Thesis in medicine, and therapeutics seminars, the evaluation of student work in a course is done according to the following scale:

- | | |
|---|------|
| - Attendance and positive participation | 10 % |
| - Quizzes, research and/or projects | 20% |
| - Midterm exam | 30% |
| - Final exam | 40 % |

Attendance and positive participation do not cover only the physical presence of the student in class, but depends on the participation of the latter and on the active involvement in the course and its material.

These percentages can vary between courses. However, the scale of change shall be approved by the SMMS council. These percentages will be defined and explained to the student during the first sessions of the course. The criteria for evaluation will also be included in the syllabus of the course, given to students at the beginning of the semester.

Prior to the withdrawal deadline from a course, teachers shall disclose from 50% to 60% of the grades to the students so they can decide whether he/she wants to drop a course or not before the deadline for withdrawal from a course, as stated in the academic calendar. Teacher are also required to give a qualitative feedback on the presentations prepared by the students and to advise them on the ways and means to advance and achieve the objectives of the course.

During the semester/summer session, the teacher manages all the components of his/her course: lateness, absence, midterms, projects, attribution of grades, oral presentations, the course content, the make-up sessions, etc.

A student who fails to meet a course requirement (exam, test, report, etc.) will be attributed a failing grade, **zero**, by the teacher.

N.B.: The sum of the requirements is a minimum score of 40/100

Students can obtain their final grade from the Banner Self-Service after they have completed the "Course Feedback Survey" (an assessment of the teachers of all their courses), before the deadline. If students do not meet this deadline, they will be obliged to complete the assessment in order to remove the "CFS Hold". In the 13th week of the semester, students will be asked to complete this evaluation by email.

2) Hospital Clerkships

The complete evaluation procedure of Hospital Clerkships is available in Appendix 3.

Students are evaluated by their tutor at the end of each rotation (a total of 6 evaluations per semester). They are also assessed through two written and one oral exams based on the rotations they completed and the case studies they followed.

- Tutors evaluations 20%
- Written exams 40%
- End of semester Oral examination 40%

3) Hospital Internships

The complete evaluation procedure of Hospital Internships is available in Appendix 4.

Students' discipline during the internship is evaluated by the Department of Doctoral Studies.

Students' clinical competences are evaluated by their tutor at the end of each rotation (a total of 6 evaluations per semester) and through a comprehensive oral examination (OSCE) at the end of each semester.

- Professionalism 20%
- Tutors evaluations (Expertise and Professionalism) 40%
- End of semester Oral examination (Expertise) 40%

The evaluation of the 1-month shadowing activity is included in SMG514.

The evaluation of the rotations completed during semester breaks are included in the evaluation of the following semester.

4) Thesis

Thesis rules, regulations, procedures, and assessment are available in the “Thesis in medicine rules and regulations” document.

E. Rules for Midterms and Final Examinations

Midterm exams will be organized during the semester (week 6 to week 8). Final exams are organized at the end of a semester.

Students are expected to take midterms and final exams at the times scheduled on the Academic Calendar. Students will need their Student Card to enter the examination room and will have to sign a register of attendance.

Any cheating, or attempt to cheat, during the exam will inevitably lead to the annulment of the student’s exam. The concerned student will not be entitled to a make-up exam. The proctor has the right to withdraw his/her copy and to ask him/her to leave before informing immediately the SMMS Administration. Additional measures can also be taken by the University’s Council of Discipline.

A student who does not show up for the exam, for any reason, is given, by the teacher, the failing grade of **zero** or R/RR. If this absence is due to special justifiable circumstances such as:

- Death of a family member or a relative;
- Hospitalization, attested by a medical report from the hospital;
- Serious accident, attested by an official report from a sworn expert.

Then the student can present a petition with supporting documents to the Student Affairs Office, and request a make-up exam. The SMMS authority will consider this request.

Such, free of charge, petitions must be presented to the Student Affairs Office within 24 hours (two working days) after the missed exam. The request will be ignored in the case of a recurrence and a student who has showed up for the exam cannot, in any case, present a petition.

F. Request to Review a Grade

The student has the right to ask, within the two working days after the display of the final grade on the Banner Self-Service, for his/her grade to be re-examined through the means of a specific form available at the registrar office. After this period, no recourse, even a justified one, is possible.

A student can ask for the re-examination of two grades, at the most, per semester or summer session. The fee for requesting a grade review is payable to the Accounting Office – Student Services Department. This fee, which sum is fixed by the University and is indicated on the website is returned to the student if the review outcome is positive for the student.

The only acceptable requests for a grade review are as follows:

- In case a mistake occurred while adding up the grade;
- In case a mistake occurred while copying the grade.

The student should present his/her request/s to the Registrar Office with a receipt as proof of full settlement. He/she has to present the receipt for refund in case the review outcome is positive.

The teacher concerned will write down his/her decision on the exam review request form and change the grade if necessary. After that, the form is successively presented to the Head of Department and the Associate Dean, in order to give their approval by signing the document. In case of conflict, the request is submitted to the Faculty Council which will take the final decision. It is eventually submitted to the Registrar Office for processing.

G. General Average

1) Grade Point Average (GPA)

All courses taken by a student at USEK will be included in the computation of the cumulative GPA – Grade Point Average. The Grade Point Average is the ratio of the number of points gained to the number of credit hours attempted.

If a course was repeated, the higher grade is used while calculating the Grade Point Average.

The grades I, W, WW, PR, RR and U as well as credits transferred from another institution (T) or granted (G) are not included in the general average.

The grades FW which are equal to 40 are included in the general average.

The Grade Point Average is calculated to the second decimal and is displayed on the grades transcript.

2) General Average per Semester

The General Average per Semester is calculated according to the same aforementioned formula (refer to Grade Point Average (GPA)), according to the course taken in a particular semester.

The General Average per Semester is calculated to the second decimal and is displayed on the grades transcript.

3) Grade Point Average of a Diploma/Degree

The Grade Point Average of a Diploma/Degree is the Grade Point Average taken into account and needed in order to graduate.

With a normal academic process, the Grade Point Average is equal to the aforementioned Grade Point Average.

If a student changes his/her academic program, the Grade Point Average of a Diploma/Degree is calculated according to the same previous formula (refer to Grade Point Average (GPA)), whilst taking into account the following courses:

- Courses taken by a student **before** changing the program and which are equivalent to some courses in the new academic program;
- Courses taken by the student **after** changing his/her specialization.
- General education courses.

For the repeated or equivalent courses, the higher grade will be taken into consideration. The Grade Point Average of a Diploma/Degree is displayed on the grades transcript.

It is worth mentioning that the Grade Point Average of all the courses, since registering in undergraduate/graduate studies at USEK, is calculated and displayed in the student's grades transcript.

H. Academic Standing

All students are expected to maintain certain standards of academic achievement while enrolled in the program.

Students have to check their academic position at the end of each semester by looking at their Banner account.

1) Academic Recognition

The SMMS apply USEK's rules on academic recognition.

2) Good Academic Standing

A student is in good academic standing if the cumulative Grade Average is 80/100 or greater.

3) Academic Probation

A student registered in the BS in Health Fundamental Sciences or the MD Program is put on academic probation at the end of the semester (excluding Summer Session) if his/her Grade Point Average of the Diploma/Degree is less than **80/100**;

The student stops being under probation when he/she gets the required General Point Average (80/100).

During the Summer session, the student in a probation situation has the right to register only in the failed courses.

Students have to check their academic position at the end of each semester by looking at their Banner account.

4) Return to Good Academic Standing

The student stops being under academic probation when he/she gets the required General Average per Semester and Grade Average.

5) Disciplinary Probation

A student may be placed on disciplinary probation upon decision of the Council of Discipline.

I. Exclusion

A student is excluded from the BS in Health Fundamental Sciences program or the MD Program for one of the following reasons:

- If he/she receives the second consecutive probation warning except for summer sessions.
- If he/she fails to validate his/her academic program within the established time limit;
- If he/she fails a required course three times in the BS and two times in the MD;
- If he/she fails/obtains the grade FW or a grade 70 on all the courses during a semester following a non-official suspension of studies.

Nevertheless, the student can submit a petition to the Dean asking to reconsider his/her case to get a last chance before exclusion.

XI- Graduation requirements

A. Requirements to Obtain a Diploma/Degree

1) BS in Health Fundamental Sciences

In order to obtain a BS in Health Fundamental Sciences the student must have:

- Completed at least three years of studies (6 semesters);
- Finished all the required courses during a maximum of four years (8 semesters) starting the first registration to the program.
- Passed all the courses required by the program and defined in the educational contract;
- Fulfilled all the requirements of his/her educational contract;
- Followed and passed a minimum of 51 % of the credits at the SMMS;
- Accumulated a Grade Point Average of a Diploma at least equal to 80/100.

N.B.: No provision of this Regulation should be interpreted in the sense that the maximum duration of studies may be exceeded. In particular, in case of admission on file transfer or on a Change of Program, transferred credits will be converted into the appropriate number of semesters and counted in.

2) MD Program

In order to obtain a MD degree, the student must have:

- Completed at least four years of studies (8 semesters);
- Validated all the required courses, clerkships, internships, and the Thesis in Medicine during a maximum of five years (10 semesters) starting the first registration to the program;
- Successfully prepared and defended a thesis in accordance with the regulations in force;
- Fulfilled all the requirements of his/her educational contract;
- Followed and passed all the credits at the SMMS;
- Accumulated a Grade Point Average of a Diploma at least equal to 80/100.

N.B.: No provision of this Regulation should be interpreted in the sense that the maximum duration of studies established for each program may be exceeded.

B. Issuing Degrees

To certify that a student has succeeded in a program, USEK delivers 1 diploma/degree on parchment. The parchment is labeled in both Arabic and English languages.

However, fees, which are available on the University website, are required for each certified document from the related authorities. Therefore, a student has to pay these fees at the Students Accounting Desk for every request for an official document (and/or a true copy):

- Official registration certificate (in English, French and/or Arabic).
- Official diploma certificate (in English, French and/or Arabic).
- Official academic transcript (delivered in English only).

C. Graduation Procedure

At the end of each semester, the University proceeds with the graduation of the final year students who have met the degree requirements.

However, students have the right to postpone their graduation in case they were willing to increase their GPA or finalize a Minor. In order to do so, students should submit a request at the Registrar Office to postpone the graduation procedure as soon as they receive the notification of the ongoing graduation process. The Academic unit to which students are affiliated should approve the suspension request.

D. Procedure for Issuing Diplomas/Degrees

In their diploma request (parchment, degree certificate, academic transcript) presented online or to the Registrar Office, students should make sure the personal data included in their file (name, surname, date and place of birth, etc.) is correct, and then, in case of error, proceed with the necessary corrections (especially uppercase, lowercase, accents, spaces). Students are required to submit legal documents justifying their modifications. If this is not the case, the parchment will be automatically printed and a financial penalty will be applied to any request for modification.

E. Collection of a Diploma/Degree (Parchment) and Certificates

Students should collect their degrees and certificates from the Registrar Office. They are required to collect in person, submit their national identity card and sign a special register.

A student who cannot collect these documents in person, for any reason, could delegate a representative, by completing the Letter of Authorization to Release Information or by sending an email to the Registrar official email address registrar@usek.edu.lb.

National and international mailing services are ensured, in case of need, through the Registrar Office.

USEK reserves the right not to deliver a student's degree and certificates if he/she is in any irregular situation with the Library and/or the Financial Administration.

F. Diploma Replacement Request (Duplicate)

Graduates who have misplaced, lost or damaged their original diploma may request a replacement one, in person only, by completing the Replacement Diploma form available at the Registrar Office.

If the diploma is lost, the graduate requesting the duplicate must certify on the Replacement Diploma Form that this duplicate will be returned when the original is found. In case the original diploma is damaged, evidence must be provided. The new diploma will be issued with the same date as the original diploma.

The newly issued diploma will include the wording "Duplicata" stating that the document is a replacement of the originally issued one.

The diploma replacement fee is payable by cash (in person only), by check made payable by MasterCard, or Visa.

The replacement diploma will include the signature of the incumbent concerned authorities.

If the graduated student wishes that the replacement diploma displays his/her name in a different spelling than the one mentioned on his/her original diploma or the one in his/her records, he/she must submit a Personal Information Correction Form along with the Replacement Diploma Form. The Personal Information Correction Form must be accompanied by the official documentation of his/her new legal name (court order, passport or Lebanese ID).

A new parchment may be issued when any typo mistake except those related to the graduate's personal information is found in the original diploma. The new parchment will be handed over to the concerned person, in exchange for the originally issued one without any additional fees.

G. Initiation of Procedures and Official Documents Withdrawal

The procedures must, unless otherwise stated, be initiated by the student in the Registrar Office. He/she must then settle the fees at the Students Accounting Desk and will receive an SMS and an email once the document is ready.

The student may, if he/she wishes, delegate a third party to initiate a procedure or retrieve the requested documents. He/she will then mandate officially the Registrar Office by a signed letter or by sending an email to registrar@usek.edu.lb.

XII- Student Responsibility and Ethical Conduct

A. Responsibility

1) Positive Participation

Positive participation is required for courses, practical activities, directed activities, laboratory sessions, etc. Absent students are held responsible for the work done and/or announcements made during the skipped session of a course.

The maximum number of allowed absences depends on the nature of the course:

- Lecture course: 20% of the total number of 50-minute sessions (e.g.: nine 50-minute sessions or six 75-minute sessions for a 3-credit lecture course)
- Laboratory course: 10% of the total number of lab sessions (e.g.: one 150-minute laboratory session for a 1-credit laboratory course)
- Clerkships: Only absences authorized by the Head of Medical Sciences Department are allowed.
- Internships: Only absences authorized by the Head of Doctoral Studies Department are allowed.

Students who exceed the allowed number of absences must withdraw from the course (lecture course, lab course, or hospital training); otherwise, the course grade will be assigned as FW.

A student who does not show up to all his/her courses for more than three consecutive weeks will be considered by the administration as having resigned; he/she will be given the grade FW (Fail to Withdraw) in all his/her courses and will be consequently excluded from his/her academic program at the end of the semester. However, the student can present a readmission demand to the SMMS in order to continue his/her education, starting from the following semester (a readmission form must be presented to the Registrar Office). The readmission request can be refused by SMMS Admission Committee.

If the student justifies the exceptional circumstances of his/her absence to all the courses for three consecutive weeks, he/she can apply for a Term Withdraw by presenting the appropriate form to the Registrar Office.

If a MED1 or MED2 student justifies the exceptional circumstances of his/her absence to the clerkship for up to four consecutive weeks, he/she can petition the Dean to compensate his/her absence during semester breaks.

If a MED3 or MED4 student justifies the exceptional circumstances of his/her absence to the internship for up to four consecutive weeks, he/she can petition the Dean to compensate his/her absence by using his/her annual leave.

2) Intellectual Integrity

Intellectual integrity is at the core of University learning and is compromised by plagiarism and fraud.

3) Plagiarism

Plagiarism consists of someone pretending that other people's ideas and statements are his/her own. For example, plagiarism cases comprise:

- Copying texts or parcels of texts without indicating they are borrowings and without citing their source;
- Omitting to cite the source of a paraphrased or summarized text.

4) Fraud

Fraud cases include for example the following situations:

- To present, under one's own name, a text partially or entirely prepared by someone else;
- To borrow, buy, sell or lend a text that is to be presented for a course;
- To submit the same text in more than one course;
- To receive or give help or information from, or to, another student during a test or an exam;
- To use unauthorized material during a test or an exam;
- To present, during a test and under one's own name, a text partially or entirely prepared by someone else;
- To submit false information in a work or a report;
- To obtain the questions of a test or exam in an unauthorized way;
- To pretend to be someone else during a test or an exam, or let someone else do the test or the exam.

A student who commits plagiarism or fraud will be given, the grade FW on the plagiarized work or the exam during which the fraud was committed. The teacher must report this fraud to the Dean, who will have to evaluate its gravity before deciding whether he wants to submit the case or not to the University President; the latter will therefore be able to refer the case to the Council of Discipline.

B. On Campus Code of Ethics

This Code of Conduct on Campus of the Holy Spirit University of Kaslik is the complement of institutional and academic rules defined by the statutes and regulations in force at USEK. It determines the main rules, which are to be observed by all on the campuses of the University, in order to generate and maintain a common life of respect, and to create an amenable atmosphere conducive to studying. It defines certain necessary limits and imposes certain duties and obligations.

USEK students on campus are required to comply with all instructions, established by this Code of Conduct.

C. Medical Student Code of Conduct

The SMMS insists that its students adhere to the following general principles of medical ethics that define the essentials of honorable behavior for the physician.

A medical student shall:

- Be honest and trustworthy;
- Abide by the teaching of the Catholic Church concerning human life and dignity;
- Abide by the law;
- Respect all rules, regulations, policies, and procedures of the Hospital where they are performing their clinical training.

- Be dedicated to providing competent, compassionate, and respectful medical service to all patients, considering each as an individual, regardless of characteristics such as race, national origin, color, religion, gender, sexual orientation, age, disease, or disability;
- Collaborate with colleagues and members of the health care team;
- Respect the rights of patients including the right to confidentiality, and shall safeguard patient confidences within the constraints of the law;
- Continue to study, apply and advance scientific knowledge; make relevant information available to patients, colleagues, and the public; suggest consultation; and use the talents of other health professionals when indicated;
- Recognize a responsibility to participate in activities contributing to an improved society;
- Serve as a positive representative of the SMMS and the medical profession as a whole by demonstrating social responsibility both on and off campus.

D. Political Activities

1) At USEK main Campus

Political student elections are definitely forbidden at USEK. In order to get permission for the below, within the different campuses of the University, prior written consent of the Vice President for Community Life, in response to an explicit prior written request, is needed:

- Public political debates
- Political meetings
- Billposting of political posters or posters related to a political party
- Distribution of political leaflets or leaflets related to a political party

2) During clinical training

Students are expected to abide by the rules, regulations, policies, and procedures of the healthcare facility where they are performing their clinical training.

E. Use of the University Name, Its Acronym and Its Logo

The University name, used in any language, as well as its acronym "USEK" and its logo are the intellectual property of the University and are registered trademarks, protected by law. Any complete or partial use of the University name, its acronym or its logo, requires a prior written authorization from the Vice President for Community Life, under penalty of sanction.

F. Use of the Healthcare Facility Name, Acronym, and Logo

Students are expected to abide by the rules, regulations, policies, and procedures of the healthcare facility where they are performing their clinical training.

G. Billpostings and Leaflet Distribution

1) At USEK main Campus

Distributing or billposting leaflets, notices and press releases by the members of the University community, within the various USEK campuses, is subject to the prior consent of

the Student Affairs Office (or the administration for the University Regional Centers) and must not disturb the flow of teaching, research and administration activities.

Any distributed or displayed document must include the signature of its author and the seal of the Student Affairs Office (or the administration for the Regional University Centers), which represents its approval of the distribution or billposting. The author of any distributed or posted document, within USEK, remains the only person in charge of its content and/or ideas.

Document distribution or billposting by any foreign person must be subject to a prior authorization from the Vice President for Community Life (or the Director of the Regional University Center). Outside of the designated posting areas, any billposting, whatever its nature, is forbidden and can bring penalties against its author.

2) During clinical training

Students are expected to abide by the rules, regulations, policies, and procedures of the healthcare facility where they are performing their clinical training.

H. Security and Hygiene

1) At USEK main Campus

Members of the University community and any duly authorized persons can access the USEK campus. The Security personnel at the campus access zones are entitled to request, for precautionary measures, that all vehicles as well as individual bags are searched. Students are required to show their student identification cards to the security personnel, in order to access the campus.

The collective premises and equipment of the University are placed at the disposal of the students, within the limits of availability and office hours. However, users cannot access them unless under the supervision of an administrative or educational official, who is clearly appointed in accordance with the regulations in force. Users are required to be familiar with the security regulations and rules, which are posted within the premises.

Documents and devices, placed at the disposal of the students, must not be taken out of the University premises (specific rules apply to the Library, in this regard).

It is strictly forbidden to smoke on the premises, introduce substances harmful to health and public order, and consume alcohol within the University.

2) During clinical training

Students are expected to abide by the rules, regulations, policies, and procedures of the healthcare facility where they are performing their clinical training.

In particular, the SMMS requires from its students an annual physical examination and proof of vaccination or immunization to Tetanus, Diphtheria, Pertussis (Tdap), Varicella (or proof of having chicken pox), Hepatitis B, Measles, Mumps and Rubella (MMR 2 doses), seasonal influenza vaccination and yearly PPD (purified protein derivative) testing for Tuberculosis.

I. Found Objects

1) At USEK main Campus

The members of the University community, motivated by a spirit of solidarity and responsibility, are required to hand in found objects to the Student Affairs Office (or to the administration for the Regional University Centers). Moreover, in case of a loss, the Student Affairs Office should receive the depositions of the concerned persons. USEK cannot be held responsible for the loss or theft of an object belonging to a person within the campus.

In the case of a suspicious object, it is recommended that it should not be moved; University security agents should be informed as soon as possible.

2) During clinical training

Students are expected to abide by the rules, regulations, policies, and procedures of the healthcare facility where they are performing their clinical training.

J. Behavior and Dress

1) At USEK main Campus

Any damage caused to the premises and equipment of the University, as well as to private property belonging to a third party, thefts or theft attempts and verbal or physical violence within USEK, constitute behavior, which according to its severity, can result in an appearance of the author(s) before the University Council of Discipline.

The use of mobile phones is forbidden during courses, practical work, examinations and laboratory sessions, etc.

A suitable and decent dress is required within the University. Political signs worn ostentatiously or intended to trigger protests, are not allowed, be it of clothing or any other type.

2) During clinical training

Students are expected to abide by the rules, regulations, policies, and procedures of the healthcare facility where they are performing their clinical training.

In particular, students are required to:

- Maintain their personal hygiene and Respect the hospital dress code;
- Wear at all times a clean standardized white coat and an identification badge;
- Carry adequate personal medical equipment (stethoscope, reflex hammer, etc.). If necessary, additional equipment will be provided by the concerned hospital department;
- Respect the hospital equipment and make good use of it;
- Refrain from smoking in the hospital premises;
- Not sign any document commonly used in the hospital and to not perform any therapeutic indication;
- Not take hospital's medication and equipment for personal use;
- Not to form discussion groups in the hallways of the hospital;
- Refrain from using cell phones and making personal phone calls during the training.

Finally, it's prohibited to take illegal drugs, psychotropic drugs, and alcohol.

K. Suspension/Exclusion from USEK

An administrative measure of temporary suspension can be taken by the University President.

A student can be excluded from USEK, based on an administrative decision of the University President or the University Council of Discipline. The decision will define the nature of the exclusion and its implication on the academic level. The grade of a student's exclusion will appear on his/her academic file. The student will get the grade AW (Administrative Withdraw).

L. Appeal Procedure in the Application of Academic Regulations and Petitions

The student who considers that he/she is aggrieved by the application of any academic regulation, can appeal against the decision taken on his/her behalf.

In order to do so, the student must refer to the Student Affairs Office which will give him/her the appropriate form related to his/her request/situation or ask him/her to write a petition (a petition cannot be accepted if there is a form concerning the same existing request).

The student will have to submit his/her petition at latest one week after the release of the official notification of the contested decision. This petition is submitted free of charge.

The application of every appeal outcome is suspended until it is confirmed by the Student Affairs Office (SAO) which will communicate the relevant decision within ten working days after receiving the petition. The SAO final decisions are enforceable and have no recourse. The SAO makes sure the University regulations are applied.

XIII- Appendix 1: Practical Information for Students

A. USEK Student Card

This card identifies students registered at USEK. Therefore, they should always carry it with them, as it is necessary to access the University campus, classrooms, Library, examinations, conferences, sports center, etc.

Students should collect their card from the Registrar Office, after the registration period. While waiting for his/her card to access the campus, classrooms, Library, etc., the student should show his/her registration form.

Duplicate: In case of loss of the card, a duplicate can be made by the Registrar Office and the student should participate in the reproduction cost fixed by the University and indicated on the University website.

Validity: After graduation, the USEK Student Card remains valid. Alumni will be able to access the campus by showing their ID cards on all USEK gates.

B. USEK E-mail Account

Every student is issued with a unique USEK e-mail account which is the official means of communication between the University administration, faculty members and students.

Once the registration is completed, an USEK e-mail account will be created automatically as follows: FName.InitialOfFather'sName.LName@net.usek.edu.lb

N.B: For security reasons, students should change their default password.

Access to the email account is made available through connecting to "Webmail" which link is available on the University Intranet MyUSEK or through the USEK website. In case of problems or for further information, students can refer to the IT Service Desk.

C. Access to Banner Self-service

All students enrolled at USEK automatically benefit from access to the University Student Information System, the Banner Self-Service, which allows students to pre-register/register online, consult their academic transcripts, course catalog, course offering) as well as the financial account summaries.

The username used to access Banner Self-Service is the Student ID and the Pin code is the same password used to login to USEK e-mail.

Access to the Banner Self-service is made available through connecting to "Banner" which link is available on the University Intranet MyUSEK or through the USEK website. In case of problems or for further information, students can refer to the IT Service Desk.

D. Moodle E-Learning Platform

All USEK students automatically benefit from access to the Moodle E-Learning Platform adopted by the University to allow them to follow their courses in an interactive manner, rich in resources (posters, books, links, URLs, etc.), and activities (homework, forum, chat, tests, etc.).

The student can access the Moodle E-Learning Platform by clicking on the link in the University Intranet MyUsek and website, using his/her USEK account.

A user's guide can be accessed through the e-learning link on the University website and Intranet MyUsek.

E. Mahara E-Portfolio Platform

USEK adopted the e-Portfolio platform to help students, and also teachers and staff, in the process of creating a dynamic and engaging digital portfolio where evidence will be held of their professional achievements and developments, personal and educational.

F. Parking Information

USEK student parking lots are free of charge and accessible to all currently enrolled students. Opening hours: Monday till Friday, from 7:00 am till 10:30 pm.

The student parking lots can be accessed using the student's active ID card.

Students are not allowed to park longer than the specified opening hours without the proper authorization. Doing so, the student will lose his access privileges to the parking for a definite period of time.

In order to access the parking (entry and exit), the student should use only his/her student ID card. Trying to enter or exit the parking using another student ID card, the student will lose his access privileges to the parking for a definite period of time.

For safety reasons, cars will be searched.

Students are invited to properly park in the designated parking spots.

Students parked in the parking lots are required to comply with the parking regulations and Code of Conduct displayed at the entrance of the parking.

Not abiding by the parking rules and regulations may lead to a permanent loss of entry to the parking lots. The University will not be responsible for any theft or damage to vehicles parked in the parking lots.

Students can refer, at any time, to the Director of Campus Safety and Security to inquire more about the parking and its regulations.

USEK reserves the right to change the parking policy at any given time and without prior notification.

G. USEK, Attentive to its Students' Comments

Within the framework of the development of teaching and learning process and administrative services, the Holy Spirit University of Kaslik encourages its students to share their suggestions or complaints and to participate in evaluations.

All students can send us their suggestions or complaints regarding the administrative functioning of the University as well as the quality of the provided services at the Student Affairs Office or by writing to administration@usek.edu.lb.

H. An Evaluation System Available for Students

All the following evaluations are strictly anonymous and confidential.

1) Course evaluation by students

Students are required to fill, on the BLUE evaluation system adopted by USEK, the evaluation of each course they have completed during a semester. They cannot access their final grade without filling this evaluation.

This evaluation revolves around the following criteria, using a scale from 1 to 4:

- General evaluation of the course
- Teaching organization by the teacher
- Educational abilities of the teacher
- Evaluation of the learning method adopted by the teacher
- General opinion of the course and the teaching method

2) Clerkship's rotation evaluation by students

Students are required to fill an evaluation form on every clerkship rotation. Their feedback covers the following areas:

- Organization of rotation (orientation and scheduling);
- Rotation objectives, assignments, and expectations;
- Rotation learning experiences;
- Tutor's support and evaluation;
- Facilities of the rotation.

3) Internship's rotation evaluation by students

Students are required to fill an evaluation form on every internship rotation. Their feedback covers the following areas:

- Organization of rotation (orientation and scheduling);
- Rotation objectives, assignments, and expectations;
- Rotation learning experiences;
- Tutor's support and evaluation;
- Facilities of the rotation.

4) Exit Survey

The objective of the "Exit survey" is to evaluate the student's level of satisfaction on the Program Educational Objectives, educational tools, clerkships and internships. The findings will be used to enhance students learning experience at the SMMS.

5) On-Campus Well-Being evaluation by students

Students are also required to fill the BLUE evaluation "On-Campus Well-Being" at the end of each semester. This evaluation revolves around the administrative services provided by the University: student life, student services, library, restaurant, communication and telecommunication, etc.

6) Graduation Survey

All final year students having fulfilled the requirements to obtain their diploma are required to fill the “Graduation Survey” evaluation when they launch their diploma/degree request at the Registrar Office.

XIV- Appendix 2 – Rules for Elective Rotation and Vacation During Internships

A. Rules for the one-month elective internship

MED4 students are eligible to apply for a one-month Students within or outside the CHU-NDS hospital.

Students should submit a request by e-mail, to the Head of Department of Doctoral Studies, at least one month before the beginning of the internship at the host institution.

The e-mail should contain the following information:

- Student's full name;
- Student USEK ID;
- Name of the Host Institution;
- Address of the Host Institution;
- Motivation letter;
- Letter of agreement of the Host Institution (Scan copy to be attached to the e-mail) stating:
 - o The full name and position of the contact person at the Host Institution;
 - o The medical department that will host the intern;
 - o The start date and End date of the one-month internship.

Eligible Host Institutions are:

- CHUNDS, De la Croix Hospital, Eye and Ear Hospital;
- University Hospitals in Lebanon or abroad;
- Extra-Hospital Training Establishments.

Authorization is given by the Head of the Department of Doctoral Studies two weeks after the student's request.

Student's authorized to perform an elective rotation is required to submit, by e-mail, to the Head of Department of Doctoral Studies, a scanned copy of the "Certificate of completion" provided by the Host Institution, one week after completion of the rotation.

B. Rules for the one-month vacation during internship

MED3 and MED4 students are allowed to a 4-week vacation each year.

Students are required to schedule their yearly vacation in 2 blocks of 2 weeks each, and to send their projected schedule, by e-mail, to the Head of Department of Doctoral Studies before the end of September of each academic year.

Students wishing to cumulate the vacation in one block of 4 weeks should motivate their request.

The Department of Doctoral Studies will publish the vacation's schedule by the end of October (Students should be aware to not schedule any vacation before that date).

XV- Appendix 3 – Evaluation Procedure of Hospital Clerkships

A. Clerkship's Objectives

The general objectives of the clerkship are:

1. Learn how to prepare and write a medical observation
 - Learn how to approach patients with empathy and with a global concern for their physical, mental and social well-being (PEOs B1 and G2);
 - Learn how to make a proper history-taking and physical examination in the context of a regular medical consultation or an acute or persistent health problem (PEO A3);
 - Formulate a list of differential diagnoses evoking the most frequent, the most urgent, and the most serious situations (PEO A4);
 - Learn to globally formulate a course of action and the development of a monitoring plan (PEO A4).
2. Acquire technical skills and procedures of diverse medicine specializations
 - Use their theoretical knowledge in real situations under guidance and supervision of their tutors (PEOs A1 and A2);
 - Learn how to perform a physical examination (PEO A3);
 - Learn and perform basic care (dressing, suture removal, preparation of care, etc.) (PEO A6).
3. Acquire qualities required to organize the work within a team (teamwork and collaboration skills)
 - Experimenting hospital teamwork (PEO C1);
 - Become familiar with the operational process of a hospital department (PEOs B2 and C1).
4. Acquire basis of medical Professionalism
 - Learn the principles of ethics and biomedical ethics (PEOs G2 and G3);
 - Learn the principles of quality of care and the safety measures (personal safety and patients' safety) (PEO D1).

B. Assessment

1. MED1 students will be assessed on the following subjects:
 - Anatomy and Physiology;
 - History-taking;
 - Health Promotion and Counseling: Evidence and Recommendations;
 - Interview (Spring semester);
 - Observation.
2. MED2 students will be assessed on the following subjects:
 - MED 1 subjects;
 - Interview;

- Physical Examination;
- Differential Diagnosis;
- Observation.

C. Rotations

Students are divided into 12 groups of 3 students each, labeled from A to L. They will follow 12 rotations per year according to the following schedule:

Discipline	Cardiology	Pediatric	Internal medicine	Nephrology	Surgery	Radiology	Gastroenterology	Neurology	Obstetrics and Gynecology	Pulmonology	Urology	Emergency (MED1) Orthopedics (MED2)
Rotations	Groups											
Fall semester												
1	A	L	K	J	I	H	G	F	E	D	C	B
2	B	A	L	K	J	I	H	G	F	E	D	C
3	C	B	A	L	K	J	I	H	G	F	E	D
4	D	C	B	A	L	K	J	I	H	G	F	E
5	E	D	C	B	A	L	K	J	I	H	G	F
6	F	E	D	C	B	A	L	K	J	I	H	G
Spring semester												
7	G	F	E	D	C	B	A	L	K	J	I	H
8	H	G	F	E	D	C	B	A	L	K	J	I
9	I	H	G	F	E	D	C	B	A	L	K	J
10	J	I	H	G	F	E	D	C	B	A	L	K
11	K	J	I	H	G	F	E	D	C	B	A	L
12	L	K	J	I	H	G	F	E	D	C	B	A

Disciplines are gathered into six groups labeled from I to VI as shown in the following table:

Code	Disciplines for MED1	Disciplines for MED2
I	Cardiology	Cardiology
	Pediatrics	Pediatrics
II	Internal Medicine	Internal Medicine
	Nephrology	Nephrology
III	Surgery	Surgery
	Radiology	Radiology
IV	Gastroenterology	Gastroenterology
	Neurology	Neurology
V	Obstetrics and Gynecology	Obstetrics and Gynecology
	Pulmonology	Pulmonology
VI	Anesthesia and Emergency	Orthopedics
	Urology	Urology

D. References

In addition to teachers' materials, students are required to use "Bate's Guide to Physical Examination and History Taking" as a reference.

Discipline	Bate's Guide to Physical Examination and History Taking
Cardiology	Chapter 9: The Cardiovascular System Chapter 12: The Peripheral Vascular System
Pediatrics	Chapter 18: Assessing Children: Infancy through Adolescence
Internal Medicine	Chapter 6: The Skin, Hair, and Nails Chapter 7: The Head and Neck Chapter 8 The Thorax and Lungs
Pulmonology	Chapter 8 The Thorax and Lungs Chapter 9: The Cardiovascular System
Urology	Chapter 13: Male Genitalia and Hernias Chapter 15: The Anus, Rectum, and Prostate
Emergency (MED 1)	Chapter 4: Beginning the Physical Examination: General Survey, Vital Signs, and Pain
Orthopedics (MED 2)	Chapter 16: The Musculoskeletal System Chapter 17: The Nervous System
Gastroenterology	Chapter 15: The Anus, Rectum, and Prostate Chapter 11: The abdomen
Neurology	Chapter 17: The Nervous System Chapter 7: The Head and Neck
Obstetrics and Gynecology	Chapter 14: Female Genitalia Chapter 19: The Pregnant Woman
Surgery	Chapter 10: Male and Female Breast and Axilla Chapter 11: the abdomen
Nephrology	Chapter 11: The Abdomen Chapter 12: The Peripheral Vascular System
Radiology	Tutors Materials MED1: interpretation (Visible & obscured/invisible anatomical structures) of the following imaging Chest X RAY, Abdominal X RAY MED2: identify PATHOLOGIC FINDINGS on chest, abdomen discuss the Visible anatomical structures of the head and brain on C T scan

E. Clerkship evaluation

Each semester, students' professionalism (Behavior, Conduct, Ethics, Collaboration, etc.) will be evaluated by the tutors.

In case of student's misconduct, the Head of Department will refer the case to the SMMS Council who will discuss the case and take or not appropriate disciplinary actions.

Students are also evaluated by their tutor at the end of each rotation (a total of 6 evaluations per semester). They are also assessed through two written and one oral exams based on the rotations they completed and the case studies they followed.

- Tutors evaluations (Expertise and Professionalism) 20%
- Written exams (Expertise) 40%
- End of semester Oral examination (Expertise and Professionalism) 40%

1) Tutors Evaluation

Tutors' assessments are conducted at the end of each rotation using predefined rubrics. At the end of the semester, these formative assessments are converted into a grade and counted in the clerkship's final grade.

Regardless the rotations' disciplines, students are assessed by their tutors according to the following tables:

Assessment of MED1 students	Rotations (1 to 12)											
	Fall Semester						Spring Semester					
	1	2	3	4	5	6	7	8	9	10	11	12
Hand washing (*)	x	x										
Vital signs and procedures (*)	x	x										
Anatomical landmarks and Physiology (related to the discipline of each rotation)			x	x	x	x	x	x	x	x	x	x
Interview and Auscultation of the lung, heart and abdomen							x	x	x	x	x	x
Observation by students (History Taking)			x	x	x	x	x	x	x	x	x	x

(*) During the first two rotations, students are only assessed on Hand Washing, Vital signs and procedures.

Assessment of MED2 students	Rotations (1 to 12)											
	Fall Semester						Spring Semester					
	1	2	3	4	5	6	7	8	9	10	11	12
Interview, Physical Exam, and Differential Diagnosis	x	x	x	x	x	x	x	x	x	x	x	x
Observation (History Taking and Clinical Exam)	x	x	x	x	x	x	x	x	x	x	x	x

2) Written examinations

Two written exams are scheduled in each semester. Students will have to answer to a series of multiple choice questions (MCQ) according to the rotations they completed as shown in the following tables:

Fall Semester						
First written examination of Clinical skills						
Groups of disciplines	I	II	III	IV	V	VI
Groups of students	A	K	I	G	E	C
	B	L	J	H	F	D
Subjects for MED1	Anatomical Landmarks and Physiology					
Subjects for MED2	Interview, Physical Examination, and Differential Diagnosis					
Second written examination of Clinical skills						
Groups of disciplines	I	II	III	IV	V	VI
Groups of students	C	A	K	I	G	E
	D	B	L	J	H	F
Subjects for MED1	Vital signs, Interview, and Auscultation of the lung, hart and abdomen					
Subjects for MED2	Interview, Physical Examination, and Differential Diagnosis					

Spring Semester						
First written examination of Clinical skills						
Groups of disciplines	I	II	III	IV	V	VI
Groups of students	G	E	D	A	L	I
	H	F	C	B	K	J
Subjects for MED1	Interview and Physical examination					
Subjects for MED2	Interview, Physical Examination, and Differential Diagnosis					
Second written examination of Clinical skills						
Groups of disciplines	I	II	III	IV	V	VI
Groups of students	J	G	E	D	A	K
	I	H	F	C	B	L
Subjects for MED1	Interview and Physical examination					
Subjects for MED2	Interview, Physical Examination, and Differential Diagnosis					

3) End of Semester Oral examination

An oral exam is scheduled at the end of each semester to evaluate students' clinical skills and knowledge (assessment by rubric)

Exam subjects and assessment grids depend on student's seniority. Starting MED 1 Spring semester, students' clinical skills are assessed during a face-to-face interaction with a simulated patient.

Exam questions are based on knowledge of symptoms and their relationship to pathological situations.

MED 1 students																											
Fall Semester	Hand hygiene and Vital signs measurement																										
Spring Semester	Random draw of a clinical case according to the following rotations distributions. <table border="1" style="margin: 10px auto; width: 80%;"> <thead> <tr> <th>Disciplines</th> <th colspan="2">I</th> <th colspan="2">II</th> <th colspan="2">III</th> <th colspan="2">IV</th> <th colspan="2">V</th> <th colspan="2">VI</th> </tr> </thead> <tbody> <tr> <td>Students</td> <td>A</td> <td>B</td> <td>C</td> <td>D</td> <td>E</td> <td>F</td> <td>G</td> <td>H</td> <td>I</td> <td>J</td> <td>K</td> <td>L</td> </tr> </tbody> </table>	Disciplines	I		II		III		IV		V		VI		Students	A	B	C	D	E	F	G	H	I	J	K	L
Disciplines	I		II		III		IV		V		VI																
Students	A	B	C	D	E	F	G	H	I	J	K	L															
MED 2 students																											
Fall Semester	Random draw of a clinical case according to the following rotations distributions. <table border="1" style="margin: 10px auto; width: 80%;"> <thead> <tr> <th>Disciplines</th> <th colspan="2">I</th> <th colspan="2">II</th> <th colspan="2">III</th> <th colspan="2">IV</th> <th colspan="2">V</th> <th colspan="2">VI</th> </tr> </thead> <tbody> <tr> <td>Students</td> <td>A</td> <td>B</td> <td>C</td> <td>D</td> <td>E</td> <td>F</td> <td>G</td> <td>H</td> <td>I</td> <td>J</td> <td>K</td> <td>L</td> </tr> </tbody> </table>	Disciplines	I		II		III		IV		V		VI		Students	A	B	C	D	E	F	G	H	I	J	K	L
Disciplines	I		II		III		IV		V		VI																
Students	A	B	C	D	E	F	G	H	I	J	K	L															
Spring Semester	Random draw of a clinical case (all disciplines)																										

F. Rubrics

- Vital Signs Checklist
- Hand Washing Checklist
- EKG Record Checklist
- Pediatrics
- Urology
- Pulmonology
- Obstetrics
- Neurology
- Nephrology
- Musculoskeletal
- Internal Medicine
- Gynecology
- General Surgery
- Gastroenterology
- Emergency
- Cardiovascular

Vital Signs Checklist

Student Name:

MED 1

MED 2

Tutor Name:

Date:

Instructions to tutors:

At the end of the rotation, kindly fill this form for each student according to his /her *level of seniority*.

1 = ACQUIRED 0 = NOT ACQUIRED NA =NOT APPLICABLE

You are expected to share your evaluation with the student directly in a face-to-face meeting.

Blood Pressure	1	0	NA
Introduction (WIPER).			
Maintains standard precautions.			
Safety: No blood pressure measurement on an injured or painful extremity or (IV)line.			
Blood Pressure, Auscultation or Palpation Procedure.			
Obtain a blood pressure reading. Auscultation.			
Blood Pressure, Electronic/Procedure.			
Thanks patient.			
Body Temperature	1	0	NA
Introduction (WIPER).			
Introduction and maintains standard precautions.			
Selects appropriate site and thermometer type.			
“Zeroes” or shakes down glass thermometer as needed.			
Inserts in chosen route/site.			
Tympanic membrane			
Time.			
Reads temperature. Holds glass thermometer at eye level to read.			
Shakes down (as needed) and cleans or stores thermometer.			
Thanks patient.			
Washes hands.			
Pulse rate	1	0	NA
Introduction (WIPER).			
show the Surface markings of the Radial pulse.			
Count the pulse rate over 30 seconds and convert to beats per minute (bpm).			
Detect a collapsing pulse.			
Assess: • Rate • Rhythm • Volume • Character.			
Record individual pulses as: Normal + Reduced ± Absent - Aneurysmal +++.			
Thanks patient.			
Washes hands.			
Respiration Monitoring	1	0	NA
Observe the patient’s respirations. Note the rise and fall of the patient’s chest.			
Finds the respiratory rate per minute.			
In case of abnormal respirations, count the respirations for at least 1 full minute.			
Note the depth and rhythm of the respirations.			
After measurement, cover the patient and assist him/her to a position of comfort.			
Thanks patient.			
Washes hands.			

Hand Washing checklist

Student Name:

MED 1

MED 2

Tutor Name:

Date:

Instructions to tutors:

At the end of the rotation, kindly fill this form for each student according to his /her *level of seniority*.

1 = ACQUIRED 0 = NOT ACQUIRED NA =NOT APPLICABLE

You are expected to share your evaluation with the student directly in a face-to-face meeting.

Hand Washing	1	0	NA
PROCEDURE STEPS			
Pushes up sleeves; removes jewelry and watches. Adjusts water temperature to warm. Wets hands and wrists under running water, keeping hands lower than wrists and forearms. Avoids splashing water onto clothing. Avoids touching inside of the sink. Applies 3 to 5 mL liquid soap. Rubs soap over all surfaces of hands. Rubs hands vigorously together for at least 15 seconds. Lathers all surfaces of the hands and fingers. Cleans under fingernails, if nails are dirty. Rinses thoroughly, keeping hands lower than forearms. Dries hands thoroughly; moves from fingers up forearms; blots with paper towel Turns off faucet with paper towel. Applies non-petroleum-based hand lotion or skin protectant.			
Using Alcohol-Based Hand rub			
If hands are soiled, washes them with soap and water. Applies a sufficient quantity of antiseptic solution to cover the hands and wrists. Rubs solution on all surfaces of fingers and hands. Continues rubbing until hands are dry.			

EKG Record Checklist

Student Name:

MED 1

MED 2

Tutor Name:

Date:

Instructions to tutors:

At the end of the rotation, kindly fill this form for each student according to his /her *level of seniority*.

1 = ACQUIRED 0 = NOT ACQUIRED NA =NOT APPLICABLE

You are expected to share your evaluation with the student directly in a face-to-face meeting.

EKG RECORD	1	0	NA
General Guidelines for Vital Signs			
Check record for baseline and factors influencing vital signs. Gather equipment Introduction (WIPER) Maintains standard precautions Dons appropriate personal protective equipment (PPE) in accordance with infection control guidelines Handles and disposes equipment according to hospital infection control policy			
Positions patient supine at 45 degrees			
Exposes patient's upper body			
Electrodes position			
V1 - 4th intercostal space - right sternal edge V2 - 4th intercostal space - left sternal edge V4 - 5th intercostal space - mid-clavicular line V3 - Halfway between V2 & V4 V5 - Anterior axillary line - in line with V4 V6 - Mid-axillary line - in line with V4 RED lead - Right arm - ulnar styloid process YELLOW lead - Left arm - ulnar styloid process GREEN lead - Left leg - at the ankle BLACK lead - Right leg - at the ankle			
Turns on the ECG machine			
Politely asks patient to remain still and not talk during the recording			
Presses record on the ECG machine			
Thanks patient			
Detaches electrodes			
Removes adhesive pads			
Labels ECG with patient's details			

PEDIATRICS

Student Name:

MED 1

MED 2

Tutor Name:

Date:

Instructions to tutors:

At the end of the rotation, kindly fill this form for each student according to his /her *level of seniority*.

1 = ACQUIRED 0 = NOT ACQUIRED NA =NOT APPLICABLE

You are expected to share your evaluation with the student directly in a face-to-face meeting.

	1	0	NA
OPENING THE CONSULTATION			
1. Introduces themselves 2. Confirms patient's details 3. Establishes chief complaint using open questioning			
HISTORY OF PRESENT ILLNESS			
1. Onset / Duration 2. Severity 3. Intermittent / Continuous 4. Exacerbating / Relieving factors 5. Associated symptoms 6. ideas / Concerns / Expectations			
KEY SYMPTOMS			
1. Feeding / Oral intake - food / fluids 2. Vomiting, Fever/ Wet nappies / Urine output 3. Stools - consistency / frequency 4. Rash, Cough, Rhinorrhea, Behavioral changes 5. Weight change - loss vs gain/ Sleeping pattern			
PAST MEDICAL HISTORY			
Diet/ Relationships/ Alcohol related crime			
DEVELOPMENTAL HISTORY			
Current height and weight/ Developmental milestones			
IMMUNIZATION HISTORY			
Confirms child is up to date with their immunization			
DRUG HISTORY			
ALLERGIES			
FAMILY HISTORY			
SOCIAL HISTORY			
1. Home situation/ Parental details (primary career / occupation) 2. Second hand smoke exposure/ Schooling			
SYSTEMIC ENQUIRY			
CLOSING THE CONSULTATION			
1. Thanks patient 2. Summarizes salient points of the History			

PHYSICAL EXAMINATION	1	0	NA
Introduction (WIPE)			
1. Wash your hands [thus warming them]. 2. Introduce yourself to patient, explain what going to do. 3. Position [+/- on parent's knee]. 4. Expose area as needed [parent should undress].			
General appearance			
1. Skin colors /Hydration/Dress, hygiene/Alertness 2. Crying: high-pitched vs. normal 3. Any unusual behavior/Parent-child interaction			
Vital signs			
1. Temperature: tympanic vs. oral vs. axillary vs. rectal 2. Pulse: palpate femoral pulse in infant/ radial pulse in older child 3. Respiratory rate: Observe for a minute. 4. Blood pressure: Appropriate size cuff/ Site			
Growth parameters: Weight/Height/length/OFC			
Skin and Lymphatics:			
1. Birthmarks/ Rashes/ jaundice 2. Lymph node/ cars or injuries			
Head:			
1. Size and shape 2. Fontanelle: Size/Tension - calm & in the sitting up position 3. Sutures - overriding/Scalp and hair			
Eyes/ Ears/ Nose			
1. E: Strabismus/ Conjunctiva, sclera, cornea, NL ducts 2. E: Position of ears/ Hearing 3. N: Sinus tenderness/ Discharge			
Mouth and Throat			
1. Lips (colors, fissures)/Buccal mucosa (vesicles, dry, etc.) 2. Tongue (color, papillae)/Teeth and gums 3. Tonsils /Posterior pharyngeal wall /Gag reflex			
Neck			
Masses (cysts, nodes)/nuchal rigidity			
Lungs/Thorax			
Inspection/Auscultation			
Abdomen			
Inspection: Shape/Umbilicus/Muscular integrity Auscultation/Palpation: Tenderness - avoid tender area until end of exam/Liver, spleen, kidneys Rebound, guarding			
Musculoskeletal			
1. Back: Kyphosis, lordosis or scoliosis 2. Joints: (motion, stability, swelling, tenderness) 3. Extremities: Deformity/Symmetry/Edema 4. Gait: In/ out-toeing; Bow legs, knock knee 5. Hips: Ortolani's and Barlow's signs			

UROLOGY

Student Name:

MED 1

MED 2

Tutor Name:

Date:

Instructions to tutors:

At the end of the rotation, kindly fill this form for each student according to his /her *level of seniority*.

1 = ACQUIRED 0 = NOT ACQUIRED NA =NOT APPLICABLE

You are expected to share your evaluation with the student directly in a face-to-face meeting.

INTERVIEW	1	0	NA
INTRODUCTION			
Introduces themselves/ Confirms patient details Establishes chief complaint using open questioning			
Information Gathering: chief complaint			
Used concise, easily understood questions and comments; AVOIDED JARGON. Used open-ended and closed questions appropriately; moved from OPEN TO CLOSED Obtained History in logical sequence; progressed from past to Present Sought specificity and verification of patient's responses			
Information Gathering: Content			
History of Present Illness (HPI) if pain is a symptom, clarify the details of the pain using SOCRATES			
KEY UROLOGICAL SYMPTOMS			
1. Dysuria, Frequency, Urgency, Nocturia, Hematuria 2. Hesitancy, terminal dribbling, Poor urinary stream 3. Urinary incontinence, Fevers / Rigors 4.Nausea / Vomiting			
PAST MEDICAL HISTORY			
Previous urological disease, Sexual & Other M/S history			
DRUG HISTORY			
ALLERGIES			
FAMILY HISTORY			
HABITS/SOCIAL HISTORY			
SYSTEMIC ENQUIRY			
CLOSING THE CONSULTATION Thanks patient Summarizes salient points of the history			
PUIGEP/ Health Advocate			
Identify problem according to its Prevalence, Emergency, and Severity suitable for their level of training and suggest its prevention where applicable (Cf.: objectives and outcomes of urology)			
suggest solutions to clinical problems, dilemmas, and challenges suitable for their level of training including advocating for the patient as necessary			

PHYSICAL EXAMINATION	1	0	NA
Introduction (WIPER)			
<p>W: Washes hands</p> <p>I: Introduces themselves and confirms patient details</p> <p>P: Permission: Obtain consent for the examination</p> <p>E: Expose the necessary parts of the patient.</p> <p>R: Reposition the patient.</p>			
Abdominal auscultation			
Look for murmurs (renal artery, aorta)			
Inspection and percussion			
<p>1. Identify abdominal quadrants.</p> <p>2. Identify scars</p> <p>3. Inspection of the perianal region</p> <p>4. Abdominal and bladder percussion</p>			
PALPATION			
<p>1. Palpation of the left and right kidneys</p> <p>2. Evaluate renal sensitivity</p> <p>3. Aortic palpation</p>			
Describe/perform the following examination techniques	1	0	NA
Penis			
Scrotum			
Inguinal hernia			
Crural hernia			
Perform a digital rectal exam			

PNEUMOLOGY

Student Name:

MED 1

MED 2

Tutor Name:

Date:

Instructions to tutors:

At the end of the rotation, kindly fill this form for each student according to his /her *level of seniority*.

1 = ACQUIRED 0 = NOT ACQUIRED NA =NOT APPLICABLE

You are expected to share your evaluation with the student directly in a face-to-face meeting.

INTERVIEW	1	0	NA
INTRODUCTION			
1. Introduces themselves/ Confirms patient details 2. Establishes chief complaint using open questioning			
Information Gathering: chief complaint			
1. Used concise, easily understood questions and comments; AVOIDED JARGON. 2. Used open-ended and closed questions appropriately; moved from OPEN TO CLOSED 3. Obtained History in logical sequence; progressed from past to present. 4. Sought specificity and verification of patient's responses			
Information Gathering: Content			
clarify the details of the pain using SOCRATES : Site /Onset Duration /Character /Radiation /Associations /Exacerbating , Relieving factors /Severity			
KEY SYMPTOMS			
Dyspnea ,Cough ,Wheeze, Hemoptysis, Chest pain Fever			
PAST MEDICAL & SURGICAL HISTORY			
DRUG HISTORY			
ALLERGIES			
FAMILY HISTORY			
HABITS/SOCIAL HISTORY			
SYSTEMIC ENQUIRY			
CLOSING THE CONSULTATION: Thanks pt. /Summarizes salient points of the H			
PUIGEP/ Health Advocate			
Identify problem according to its Prevalence, Emergency, and Severity suitable for their level of training and suggest its prevention where applicable (Cf.: objectives and outcomes pneumology)			
suggest solutions to clinical problems, dilemmas, & challenges suitable for their level of training including advocating for the patient as necessary			

PHYSICAL EXAMINATION	1	0	NA
Introduction (WIPER)			
W: Washes hands I: Introduces themselves and confirms patient details P: Permission: Obtain consent for the examination. E: Expose the necessary parts of the patient. R: Reposition the patient.			
Inspection :			
Morphology and symmetry of the thorax Look for hemithorax retraction Look for hemithorax coving Look for Campbell sign Look for Hoover sign Look for Hyperpnoea Check the respiratory rate. Look for accessory muscle use: Blue bloater/ Pink Puffer Look for cyanosis. Look for clubbing			
Palpation :			
Thorax palpation technique Look for normal thoracic amplification Vocal cord transmission Axillary lymph node palpation Supra-clavicular and carotid lymph node palpation			
Percussion			
Thorax percussion technique Normal sonority during percussion			
AUSCULTATION	1	0	NA
How to use a stethoscope			
Look for the normal laryngo-tracheal sound			
Auscultation areas of the thorax			
Normal breath sounds			
Added sounds: Crackles/wheezing/rhonchi/pleural rub...			

OBSTETRICS

Student Name:

MED 1

MED 2

Tutor Name:

Date:

Instructions to tutors:

At the end of the rotation, kindly fill this form for each student according to his /her *level of seniority*.

1 = ACQUIRED 0 = NOT ACQUIRED NA =NOT APPLICABLE

You are expected to share your evaluation with the student directly in a face-to-face meeting.

PHYSICAL EXAMINATION	1	0	NA
INTRODUCTION			
1. Introduces themselves/ Confirms patient details			
2. Establishes chief complaint using open questioning			
Information Gathering: chief complaint			
1. Used concise, easily understood questions and comments; AVOIDED JARGON.			
2. Used open-ended and closed questions appropriately; moved from OPEN TO CLOSED			
3. Obtained H in logical sequence; progressed from past to present.			
4. Sought specificity and verification of patient's responses			
Information Gathering: Content			
History of Present Illness (HPI) if pain is a symptom, clarify the details of the pain using SOCRATES			
KEY SYMPTOMS			
Abnormal vaginal discharge / Vaginal bleeding, Abdominal / pelvic pain/ Fever/ Urinary symptoms / /Fatigue/Weight loss			
CURRENT PREGNANCY DETAILS			
Last menstrual period /Expected date of delivery / Method of pregnancy confirmation/Scan results			
OBSTETRIC HISTORY			
Gravidity / Parity /Details of each pregnancy			
Miscarriages / Ectopic pregnancies			
GYNAECOLOGICAL HISTORY			
Previous cervical smears/Previous gynecological disease			
Sexually transmitted infections\Current contraception			
PAST MEDICAL& SURGICAL HISTORY			
Diabetes / Hypothyroidism/ Pre-eclampsia / Eclampsia			
DRUG HISTORY			
ALLERGIES			
FAMILY HISTORY /SOCIAL HISTORY/HABIT			
SYSTEMIC ENQUIRY			
CLOSING CONSULTATION Thanks patient/Summarizes salient points of the history			
PUIGEP/ Health Advocate			
Identify problem according to its Prevalence, Emergency, and Severity suitable for their level of training and suggest its prevention where applicable (Cf.: objectives and outcomes of ObGyn)			

PHYSICAL EXAMINATION	1	0	NA
Introduction (WIPER)			
Hands: Inspect both hands; nails, back and palms			
PULSES: locate and palpate bilaterally : radial pulse and note Rate - Rhythm – Character- Volume			
BP : in both the right and left arm standing and supine			
Face:			
Inspect for: Pale conjunctiva of anemia, arcus corneae and xanthelasma of hypercholesterolemia			
Neck			
Palpate for enlarged lymph nodes/ THYROID Auscultate for carotid bruits			
CARDIOVASCULAR			
Precordial Inspection, Palpation Cardiac auscultation: Aortic ,Pulmonic ,Tricuspid, Mitral			
PNEUMOLOGY			
Inspection of Chest: Shape and Symmetry, Expansion AUSCULTATION :Anterior /Posterior Breath Sounds			
The Abdomen			
Inspection. Auscultation 4 Quadrants: auscultate before palpating /percussion			
GYNECOLOGIC EXAM	1	0	NA
Discuss examination techniques for the female genitalia.			
Discuss normal age and condition variations of the female genitalia.			
Describe speculum examination			
Describe Bimanual Examination.			

NEUROLOGY

Student Name:

MED 1

MED 2

Tutor Name:

Date:

Instructions to tutors:

At the end of the rotation, kindly fill this form for each student according to his /her *level of seniority*.

1 = ACQUIRED 0 = NOT ACQUIRED NA =NOT APPLICABLE

You are expected to share your evaluation with the student directly in a face-to-face meeting.

INTRODUCTION	1	0	NA
1. Introduces themselves/ Confirms patient details			
2. Establishes chief complaint using open questioning			
Information Gathering: Chief complaint			
Used concise, easily understood questions and comments; AVOIDED JARGON. Used open-ended and closed questions appropriately; moved from OPEN TO CLOSED Obtained H in logical sequence; progressed from past to present. Sought specificity and verification of patient's responses			
KEY SYMPTOMS			
Headache ,Nausea, vomiting ,Syncope, Seizure, Pain (back, neck,), Paresthesia, numbness, Motor difficulties, Visual disturbances, Dysphagia, Speech and language symptoms			
Pertinent Medical, Social, and Family History			
Hypertension, Heart disease (e.g., chest pain, heart failure), Stroke or transient ischemic attack (TIA).Diabetes, Endocrine disease, Other M/S history			
DRUG HISTORY			
HABITS/SOCIAL HISTORY			
SYSTEMIC ENQUIRY			
CLOSING THE CONSULTATION Thanks pt. /Summarizes salient points of the H			
PUIGEP/ Health Advocate			
Identify problem according to its Prevalence, Emergency, and Severity suitable for their level of training and suggest its prevention where applicable (Cf.: objectives and outcomes of Neurology)			
suggest solutions to clinical problems, dilemmas, & challenges suitable for their level of training including advocating for the patient as necessary			

NEUROLOGIC EXAMINATION	1	0	NA
Introduction (WIPER)			
W: Washes hands I: Introduces themselves and confirms patient details P: Permission: Obtain consent for the examination. E: Expose the necessary parts of the patient. R: Reposition the patient.			
Clinical Procedure			
PERFORM a cardio-pulmonary exam			
Motor examination			
Muscle strength and tone facial dyskinesia / chorea Gait abnormality			
Posture /abnormal pupils in comatose patients			
Decortication /decerebration , pinpoint pupils/reactive or non-reactive			
Speech disorder			
Wernicke/ Broca aphasia			
Sensitivity examination			
Proprioception and spinothalamic sensitivity Lhermitte sign Astereognosis Thermic sensitivity and proprioception			
Reflex examination			
Cranial nerves examination			
Olfactory deficit /visual fields (Donder's test), oculomotricity /Sensitive and motor deficit of the face/ nystagmus Palate, larynx, pharynx or tongue paralysis			
Pyramidal tract/ cerebellum			
Hoffman /Rossolimo signs			
Finger to nose. Heel/shin, Finger tapping. Alternating hand movements (diadokokinesia). Hand patting and foot tapping.			
Gait abnormality: Unterberger/ Romberg tests			

NEPHROLOGY

Student Name:

MED 1

MED 2

Tutor Name:

Date:

Instructions to tutors:

At the end of the rotation, kindly fill this form for each student according to his /her *level of seniority*.

1 = ACQUIRED 0 = NOT ACQUIRED NA =NOT APPLICABLE

You are expected to share your evaluation with the student directly in a face-to-face meeting.

INTRODUCTION	1	0	NA
Introduces themselves/ Confirms patient details			
Establishes chief complaint using open questioning			
Information Gathering: chief complaint			
1. Used Concise, Easily Understood Questions and Comments; AVOIDED JARGON.			
2. Used Open-Ended and Closed Questions Appropriately; Moved from OPEN TO CLOSED			
3. Obtained history in Logical Sequence; Progressed from Past to Present.			
4. Sought Specificity And Verification Of Patient's Responses			
information gathering: content history of chief complaint			
clarify the details of the pain using SOCRATES : Site / Onset, Duration / Character /Radiation /Associations /Exacerbating , Relieving factors /Severity			
KEY RENAL SYMPTOMS			
anuria ,polyuria, hematuria, fever, nausea, vomiting			
PAST MEDICAL HISTORY			
DRUG HISTORY			
ALLERGIES			
FAMILY HISTORY			
HABITS/SOCIAL HISTORY			
SYSTEMIC ENQUIRY			
CLOSING THE CONSULTATION Thanks patient /Summarizes salient points of the history			
PUIGEP/ Health Advocate			
Identify problem according to its Prevalence, Emergency, & Severity suitable for their level of training and suggest its prevention where applicable (Cf.: objectives and outcomes of Cardiovascular)			
suggest solutions to clinical problems, dilemmas, and challenges suitable for their level of training including advocating for the patient as necessary			
PHYSICAL EXAMINATION	1	0	NA
Introduction (WIPER)			
Inspection :			
Scars Edema			
Cardiac and pulmonary examination			
Palpation			
Right and Left Kidney palpation			
Renal sensitivity			
Bladder distention (globe)			
Aortic palpation			
AV fistula			
AUSCULTATION			
Aorta, Abdominal, Renal, AV fistula			

MUSCULOSKELETAL

Student Name:

MED 1

MED 2

Tutor Name:

Date:

Instructions to tutors:

At the end of the rotation, kindly fill this form for each student according to his /her *level of seniority*.

1 = ACQUIRED 0 = NOT ACQUIRED NA =NOT APPLICABLE

You are expected to share your evaluation with the student directly in a face-to-face meeting.

INTERVIEW	1	0	NA
INTRODUCTION			
1. Introduces themselves/ Confirms patient details 2. Establishes chief complaint using open questioning			
INFORMATION GATHERING: CHIEF COMPLAINT			
1. Used concise, easily understood questions and comments; AVOIDED JARGON. 2. Used open-ended and closed questions appropriately; moved from OPEN TO CLOSED 3. Obtained history in logical sequence; progressed from past to present 4. Sought specificity and verification of patient's responses			
INFORMATION GATHERING: CONTENT			
History of Present Illness (HPI) if pain is a symptom, clarify the details of the pain using SOCRATES			
KEY SYMPTOMS			
1. Pain 2. Stiffness 3. Swelling 4. Pattern of joint involvement			
IMPACT ON PATIENT'S LIFESTYLE			
1. Patient's needs 2. Ability to adapt to functional loss			
PAST MEDICAL HISTORY			
DRUG HISTORY			
ALLERGIES			
HABITS/FAMILY HISTORY/ SOCIAL HISTORY			
CLOSING THE CONSULTATION Thanks patient /Summarizes salient points of H			
PUIGEP/ Health Advocate			
Identify problem according to its Prevalence, Emergency, and Severity suitable for their level of training and suggest its prevention where applicable (Cf.: objectives and outcomes of musculoskeletal)			
suggest solutions to clinical problems, dilemmas, and challenges suitable for their level of training including advocating for the patient as necessary			

PHYSICAL EXAMINATION	1	0	NA
Introduction (WIPER)			
GALS' Screening Examination			
GAIT: Observe Gait, patient position Arms: Observe movement: hands behind head., Assess power grip and grip strength, fine precision pinch, Squeeze MCPJs Legs: Assess full flexion/ external/ internal rotation of hips. Perform patellar tap / Inspect feet/ Squeeze MTPJs Spine: Inspect spine, Assess lateral flexion of neck and spine movement			
Examination of the elbow			
Look for scars, assess skin temperature, Palpate over head of radius, joint line, medial and lateral epicondyles Assess full flexion and extension, pronation and supination – actively and passively /Assess function – e.g. hand to nose or mouth			
Examination of the shoulder			
Palpate bony landmarks & muscles / Assess movement and function: hands behind head, hands behind back/Assess (actively and passively), external rotation, flex, Ext, and abduction/Observe scapular movement			
Examination of the hip			
With the patient lying on couch: Look for flexion deformity and leg length disparity /Feel the greater trochanter tenderness /Assess full hip flexion / Thomas' test With the patient standing: Look for gluteal muscle bulk/ Trendelenburg test /			
Examination of the knee			
lying on couch: Look for: varus/valgus, muscle wasting, swellings/the side for fixed flexion deformity With the knee slightly flexed: palpate the borders of the patella/ Perform a patellar tap and cross fluctuation (bulge sign) Assess full flexion and extension (actively and passively) Assess stability of knee ligaments/and perform anterior draw test With the patient standing Look for varus/valgus and popliteal swellings Assess the patient's gait			
Examination of the foot and ankle			
Palpate for peripheral pulses/ Squeeze the MTPJs/Assess movement patient standing: Assess the gait cycle (heel strike, stance, toe-off)			
Examination of the spine			
Patient standing: inspect from the side and from behind/Palpate the spinal processes and paraspinal muscles/ Assess movement Patient sitting on couch: Assess thoracic rotation Patient lying on couch: Perform straight leg raising and dorsiflexion of the big toe/ Assess limb reflexes			

INTERNAL MEDECINE

Student Name:

MED 1

MED 2

Tutor Name:

Date:

Instructions to tutors:

At the end of the rotation, kindly fill this form for each student according to his /her *level of seniority*.

1 = ACQUIRED 0 = NOT ACQUIRED NA =NOT APPLICABLE

You are expected to share your evaluation with the student directly in a face-to-face meeting.

INTERVIEW:	1	0	NA
INTRODUCTION	1	0	NA
Introduces themselves/ Confirms patient details Establishes chief complaint using open questioning			
Information Gathering: chief complaint			
Used concise, easily understood questions and comments; AVOIDED JARGON. Used open-ended and closed questions appropriately; moved from OPEN TO CLOSED Obtained history in logical sequence; progressed from past to present. Sought specificity and verification of patient's responses			
Information Gathering: Content			
History of Present Illness (HPI) if pain is a symptom, clarify the details of the pain using SOCRATES: Clarify the details of the pain using SOCRATES: Site / Onset, Duration / Character /Radiation /Associations /Exacerbating , Relieving factors /Severity.			
Past Medical &Surgical History.			
Family History.			
Medications			
Allergies.			
HABITS: Smoking history / Alcohol intake			
PUIGEP/ Health Advocate			
Identify problem according to its Prevalence, Emergency, and Severity suitable for their level of training and suggest its prevention where applicable (Cf.: objectives and outcomes of Internal Medicine)			
suggest solutions to clinical problems, dilemmas, and challenges suitable for their level of training including advocating for the patient as necessary (Medical Expert, Health Advocate)			

Physical exam			
Introduction (WIPER)	1	0	NA
Hands: Inspect both hands; nails, back and palms			
Vital Signs:			
locate and palpate the following pulses bilaterally: radial, brachial, popliteal, dorsalis pedis, posterior tibial PULSES: note and understand the significance of the following Rate - Rhythm – Character- Volume BP : in both the right and left arm standing and supine			
Face:			
Inspect for: Pale conjunctiva of anemia, arcus corneae and xanthelasma of hypercholesterolaemia Look for central cyanosis, dental hygiene			
Neck			
Palpate for enlarged lymph nodes/ THYROID Auscultate for carotid bruits			
CARDIOVASCULAR			
Precordial Inspection, Palpation Heart Auscultation: Aortic, Pulmonic, Tricuspid, Mitral			
PNEUMOLOGY			
INSPECTION OF CHEST: Shape and Symmetry, Expansion, etc. Palpation: Tactile Fremitus Percussion Diaphragmatic Excursion AUSCULTATION: Anterior /Posterior Breath Sounds Vocal Resonance			
The Abdomen			
Inspection. Auscultation all four quadrants: auscultation before palpation/percussion Test for 'shifting dullness' and 'fluid thrill' Percussion: Liver/ Spleen /Bladder/abdomen Light/ Deep Palpation Technique Aortic Pulse Palpation CVA Tenderness			
Legs and Feet			
Inspect for: Color Capillary refill, Hair loss, Edema ...			

GYNECOLOGY

Student Name:

MED 1

MED 2

Tutor Name:

Date:

Instructions to tutors:

At the end of the rotation, kindly fill this form for each student according to his /her *level of seniority*.

1 = ACQUIRED 0 = NOT ACQUIRED NA =NOT APPLICABLE

You are expected to share your evaluation with the student directly in a face-to-face meeting.

INTERVIEW	1	0	NA
INTRODUCTION			
Introduces themselves/ Confirms patient details Establishes chief complaint using open questioning			
Information Gathering: chief complaint			
Used concise, easily understood questions and comments; AVOIDED JARGON. Used open-ended and closed questions appropriately; moved from OPEN TO CLOSED Obtained history in logical sequence; progressed from past to present. Sought specificity and verification of patient's responses			
Information Gathering: Content			
History of Present Illness (HPI) if pain is a symptom, clarify the details of the pain using SOCRATES			
KEY SYMPTOMS			
Abnormal vaginal discharge / Vaginal bleeding, Abdominal / pelvic pain/ Abdominal distension/ Fever/ Urinary symptoms / Bowel symptoms bleeding/Fatigue/Weight loss			
MENSTRUAL HISTORY			
Age at menarche / Age at menopause (if appropriate) Last menstrual period/Duration / Regularity Menstrual flow - light / heavy/Menstrual pain Post-coital bleeding/Intermenstrual bleeding Contraceptive use / HRT use			
GYNAECOLOGICAL HISTORY			
Previous cervical smears/ gynecological disease Sexually transmitted infections			
OBSTETRIC HISTORY			
Gravidity / Parity/Details of each pregnancy /Miscarriages			
PAST MEDICAL &SURGICAL HISTORY			
DRUG HISTORY/ Family History& Social History			
Prescribed medications/ALLERGIES			
HABIT/Family History and Social History			
SYSTEMIC ENQUIRY			
CLOSING CONSULTATION: Thanks patient/Summarizes salient points of the history			
PUIGEP/ Health Advocate			
Identify problem according to its Prevalence, Emergency, and Severity suitable for their level of training and suggest its prevention where applicable (Cf.: objectives and outcomes of ObGyn)			

PHYSICAL EXAMINATION	1	0	NA
Introduction (WIPER)			
Hands: Inspect both hands; nails, back and palms			
PULSES: locate and palpate bilaterally : radial pulse and note Rate - Rhythm – Character- Volume			
BP : in both the right and left arm standing and supine			
Face:			
Inspect for: Pale conjunctiva of anemia, arcus corneae and xanthelasma of hypercholesterolaemia			
Neck			
Palpate for enlarged lymph nodes/ THYROID Auscultate for carotid bruits			
CARDIOVASCULAR			
Precordial Inspection, Palpation HEART AUSCULTATION: Aortic ,Pulmonic ,Tricuspid, Mitral			
PNEUMOLOGY			
Inspection of Chest: Shape and Symmetry, Expansion AUSCULTATION: Anterior/Posterior Breath Sounds			
The Abdomen			
Inspection. Auscultation of all four Quadrants: auscultation before palpation /percussion			
Gynecologic exam			
Discuss examination techniques for the female genitalia.			
Discuss normal age and condition variations of the female genitalia.			
Describe speculum examination			
Describe Bimanual Examination.			

GENERAL SURGERY

Student Name:

MED 1

MED 2

Tutor Name:

Date:

Instructions to tutors:

At the end of the rotation, kindly fill this form for each student according to his /her *level of seniority*.

1 = ACQUIRED 0 = NOT ACQUIRED NA =NOT APPLICABLE

You are expected to share your evaluation with the student directly in a face-to-face meeting.

INTERVIEW	1	0	NA
INTRODUCTION			
1. Introduces themselves/ Confirms patient details 2. Establishes chief complaint using open questioning			
Information Gathering: chief complaint			
1. Used concise, easily understood questions and comments; AVOIDED JARGON. 2. Used open-ended and closed questions appropriately; moved from OPEN TO CLOSED 3. Obtained history in logical sequence; progressed from past to Present 4. Sought specificity and verification of patient's responses			
Information Gathering: Content			
History of Present Illness (HPI) if pain is a symptom, clarify the details of the pain using SOCRATES			
KEY SYMPTOMS			
1. Dysphagia / Odynophagia /Altered bowel habit 2. Nausea / Vomiting/ Gastro-oesophageal reflux 3. Appetite / Weight loss / Fever /Jaundice 4. Abdominal distension /Abdominal pain			
PAST MEDICAL HISTORY			
DRUG HISTORY			
ALLERGIES			
FAMILY HISTORY SOCIAL HISTORY/HABITS			
TRAVEL HISTORY			
Area of travel/ Consumption of local food / Contact with contaminated water /Insect / Animal bites			
Sexual history/ Home situation /Occupation			
SYSTEMIC ENQUIRY			
CLOSING THE CONSULTATION Thanks patient /Summarizes salient points of the history			
PUIGEP/ Health Advocate			
Identify problem according to its Prevalence, Emergency, and Severity suitable for their level of training and suggest its prevention where applicable (Cf.: objectives and outcomes of general surgery)			
suggest solutions to clinical problems, dilemmas, and challenges suitable for their level of training including advocating for the patient as necessary			

PHYSICAL EXAMINATION	1	0	NA
Introduction (WIPER)			
Auscultation of the abdomen			
1. Bowel sounds 2. Look for a murmur (Aortic, renal...) 3. Abdominal rub			
Inspection			
1. Four quadrants 2. Scars 3. Anal and perianal area 4. Look for collateral circulation			
Percussion			
Abdominal percussion. Spleen percussion, Look for abdominal distention Look for ascites			
PALPATION			
McBurney's point			
Rovsing sign			
Obturator sign			
Murphy sign			
Abdominal guarding			
Abdominal contraction			
Hepatomegaly and its characteristics			
Inguinal hernia			
Crural hernia			
Pulsating mass			

GASTROENTEROLOGY

Student Name:

MED 1

MED 2

Tutor Name:

Date:

Instructions to tutors:

At the end of the rotation, kindly fill this form for each student according to his /her *level of seniority*.

1 = ACQUIRED 0 = NOT ACQUIRED NA =NOT APPLICABLE

You are expected to share your evaluation with the student directly in a face-to-face meeting.

INTRODUCTION	1	0	NA
1. Introduces themselves/ Confirms patient details 2. Establishes chief complaint using open questioning			
Information Gathering: chief complaint			
1. Used concise, easily understood questions and comments; AVOIDED JARGON. 2. Used open-ended and closed questions appropriately; moved from OPEN TO CLOSED 3. Obtained history in logical sequence; progressed from past to present. 4. Sought specificity and verification of patient's responses			
Information Gathering: Content			
History of Present Illness (HPI) if pain is a symptom, clarify the details of the pain using SOCRATES			
KEY SYMPTOMS			
Dysphagia / Odynophagia /Altered bowel habit Nausea / Vomiting/ Gastro-esophageal reflux Appetite / Weight loss / Fever /Jaundice Abdominal distension /Abdominal pain			
PAST MEDICAL HISTORY			
DRUG HISTORY			
ALLERGIES			
FAMILY HISTORY SOCIAL HISTORY			
TRAVEL HISTORY			
Area of travel/ Consumption of local food / Contact with contaminated water /Insect / Animal bites			
Sexual history/ Home situation /Occupation			
SYSTEMIC ENQUIRY			
CLOSING THE CONSULTATION Thanks patient /Summarizes salient points of the history			
PUIGEP/ Health Advocate			
Identify problem according to its Prevalence, Emergency, and Severity suitable for their level of training and suggest its prevention where applicable (Cf.: objectives and outcomes of gastroenterology)			
suggest solutions to clinical problems, dilemmas, and challenges suitable for their level of training including advocating for the patient as necessary			

PHYSICAL EXAMINATION	1	0	NA
Introduction (WIPER)			
Auscultation of the abdomen			
1. Bowel sounds 2. Look for a murmur (Aortic, renal...) 3. Abdominal rub			
Inspection			
1. Four quadrants 2. Scars 3. Anal and perianal area 4. Look for collateral circulation			
Percussion			
Abdominal percussion. Spleen percussion, Look for abdominal distention Look for ascites			
PALPATION			
McBurney's point			
Rovsing sign			
Obturator sign			
Murphy sign			
Abdominal guarding			
Abdominal contraction			
Hepatomegaly and its characteristics			

EMERGENCY

Student Name:

MED 1

MED 2

Tutor Name:

Date:

Instructions to tutors:

At the end of the rotation, kindly fill this form for each student according to his /her *level of seniority*.

1 = ACQUIRED 0 = NOT ACQUIRED NA =NOT APPLICABLE

You are expected to share your evaluation with the student directly in a face-to-face meeting.

INTERVIEW:	1	0	NA
INTRODUCTION			
1. Introduces themselves 2. Confirms patient details 3. Establishes chief complaint using open questioning			
Information Gathering: Process			
1. Used concise, easily understood questions and comments; AVOIDED JARGON. 2. Used open-ended and closed questions appropriately; moved from OPEN TO CLOSED 3. Obtained history in a LOGICAL SEQUENCE; progressed from past to present. 4. Sought SPECIFICITY and VERIFICATION of patient's responses			
Information Gathering: Content			
1. History of Present Illness (HPI) if pain is a symptom, clarify the details of the pain using SOCRATES: 2. Clarify the details of the pain using SOCRATES: Site / Onset, Duration / Character /Radiation /Associations /Exacerbating, Relieving factors /Severity. 3. Asked patient questions relating to his/her PAST MEDICAL HISTORY. 4. Asked patient questions relating to his/her FAMILY HISTORY. 5. Asked if patient was taking any MEDICATIONS). 6. Asked patient about allergies. 7. Asked if patient had undergone any surgeries or had ever been hospitalized. 8. HABITS: Smoking history / Alcohol intake			
PUIGEP/ Health Advocate	1	0	NA
Identify problem according to its Prevalence, Emergency, and Severity suitable for their level of training and suggest its prevention where applicable (Cf.: objectives and outcomes of Internal Medicine)			
suggest solutions to clinical problems, dilemmas, and challenges suitable for their level of training including advocating for the patient as necessary (Medical Expert, Health Advocate)			

Physical exam			
Introduction (WIPER)	3	2	1
Hands: Inspect both hands; nails, back and palms			
Vital Signs:			
1. locate and palpate the following pulses bilaterally: radial, brachial, popliteal, dorsalis pedis, posterior tibial 2. PULSES: note and understand the significance of the following Rate - Rhythm – Character- Volume 3. BP : in both the right and left arm standing and supine			
Face:			
Inspect for: Pale conjunctiva of anemia, arcus corneae and xanthelasma of hypercholesterolaemia Look for central cyanosis, dental hygiene			
Neck			
1. Palpate for enlarged lymph nodes/ THYROID 2. Auscultate for carotid bruits			
CARDIOVASCULAR			
1. Precordial Inspection, Palpation 2. Heart Auscultation: Aortic, Pulmonic, Tricuspid, Mitral			
PNEUMOLOGY			
1. INSPECTION OF CHEST: Shape and Symmetry, Expansion... 2. Palpation: Tactile Fremitus 3. Percussion 4. Diaphragmatic Excursion 5. AUSCULTATION: Anterior /Posterior Breath Sounds 6. Vocal Resonance			
The Abdomen			
1. Inspection. 2. Auscultation of all four Quadrants: auscultation before palpation/percussion 3. Test for 'shifting dullness' and 'fluid thrill' 4. Percussion: Liver/ Spleen /Bladder/abdomen 5. Light/ Deep Palpation Technique 6. Aortic Pulse Palpation 7. CVA Tenderness			
Legs and Feet			
Inspect for: Color Capillary refill Hair loss, edema ...			

CARDIOVASCULAR

Student Name:
Tutor Name:

MED 1 MED 2
Date:

Instructions to tutors:

At the end of the rotation, kindly fill this form for each student according to his /her *level of seniority*.

1 = ACQUIRED 0 = NOT ACQUIRED NA =NOT APPLICABLE

You are expected to share your evaluation with the student directly in a face-to-face meeting.

Interview			
INTRODUCTION	1	0	NA
1. Introduces themselves 2. Confirms patient details 3. Establishes chief complaint using open questioning			
Information Gathering: Process			
1. Used concise, easily understood questions and comments; AVOIDED JARGON. 2. Used open-ended and closed questions appropriately; moved from OPEN TO CLOSED 3. Obtained history in a LOGICAL SEQUENCE; progressed from past to present.			
Information gathering: content history of chief complaint			
clarify the details of the pain using SOCRATES : Site / Onset, Duration / Character /Radiation /Associations /Exacerbating , Relieving factors /Severity			
KEY SYMPTOMS Chest pain, Dyspnea, Palpitations, Syncope, edema			
Cardiovascular Risk Factors			
PAST Medical &Surgical History			
Drug History			
Allergies			
FAMILY HISTORY			
HABITS/SOCIAL HISTORY			
Systemic Enquiry			
Closing The Consultation Thanks patient /Summarizes salient points of the history			
PUIGEP/ Health Advocate			
Identify problem according to its Prevalence, Emergency, & Severity suitable for their level of training and suggest its prevention where applicable (Cf.: objectives and outcomes of Cardiovascular)			
suggest solutions to clinical problems, dilemmas, and challenges suitable for their level of training including advocating for the patient as necessary			

Physical exam	1	0	NA
---------------	---	---	----

Introduction (WIPER)			
Inspection			
1. Look for thoracic deformation, cyanosis, clubbing, signs of dyslipidemia 2. Varices evaluation			
Palpation			
1. Precordial region, peripheral pulses, thrills 2. Detect and distinguish the different pulses 3. Hepatomegaly / Hepatojugular reflux 4. Lower extremity edema 5. Signs of venous stasis			
Auscultation			
Principles of stethoscope use			
Auscultation of all four cardiac areas			
1. Normal heart sounds 2. Abolished or increased heart sounds 3. Decreased of S2 at the aortic area 4. Distinguish the different heart sounds (regular/irregular...) 5. Cardiac murmurs (systolic/diastolic)			
Signs of arterial insufficiency : Ratschow test			
Signs of an acute ischemic limb			
Terrier's sign in AV fistula			

XVI- Appendix 4 – Evaluation Procedure of Hospital Internships

A. Internship's Objectives

The general objectives of the internship are:

1. Use clinical knowledge to acquire skills necessary for medical practice (PEOs A3, A4, A5, A6, and A7);
2. Self-improve his knowledge, through his contact with patients, the assistance of his teachers and using the medical literature (PEOs A2, E1, and E2);
3. Learn to work within a team for the best interest of the patient (PEOs C1 and C2)
4. Learn to apply the principles of quality (healthcare) in particular the safety principles (PEO A8);
5. Acquire communication skills to interact with the patient and his or her relatives (PEO B1)
6. Acquire communication skills to pass on knowledge to others (colleagues, general population) (PEOs B2 and B3)
7. Acquire skills to manage and resolve emergencies and critical situations (PEO A6);
8. Participate with the healthcare team and in collaboration with the patients or their relatives to resolve ethical situations (PEOs C1, G1, and G3);
9. Acquire by practice the values of a responsible medical practice (ethical, economic and social) (PEOs G1, G2, and G3);
10. Evaluate the impact of medical practice on individuals and communities and vice versa (PEOs D1, D2, D3, and D4).

B. Internship evaluation

Students' discipline during the internship is evaluated by the Department of Doctoral Studies.

Students' clinical competences are evaluated by the attendings of the medical department at the end of each rotation and through a comprehensive oral examination at the end of each semester.

- | | |
|---|-----|
| - Department's Evaluation (Professionalism) | 20% |
| - Attendings' Evaluations (Expertise and Professionalism) | 40% |
| - End of semester Oral examination (Expertise) | 40% |

1) Intern's Professionalism Assessment Rubric (see page 107)

2) Tutors Evaluation Rubric (see page 108)

3) End of Semester Oral examination

An oral exam is scheduled at the end of each semester to evaluate students' clinical skills and knowledge (assessment by rubric). Exam subjects depend on student's seniority. Starting MED3 Spring semester, students' clinical skills are assessed during a face-to-face interaction with a simulated patient. Clinical case exams questions are based on students' expertise and professionalism (knowledge, skills, and attitude).

**Holy Spirit University of Kaslik
School of Medicine Sciences and Medical Sciences**

Intern's Professionalism Assessment Rubric

Student Name: _____ MED 3 MED 4

Medical Department/Service: _____ Date: _____

	Non Applicable	Insufficient	Fluctuating / Lower than expected	Totally Meets expectations	Distinctly exceeds expectations
Professionalism					
Sense of responsibility					
Respect and honesty in his professional relationships					
Empathy towards patients					
Ability to apply ethical principles in the clinic activities					
Recognizes its limits (self-criticism)					
Constructive collaboration in multidisciplinary work					
Respect of hospital regulations					

Evaluators - Name, Signature, and Date

- 1- _____
- 2- _____
- 3- _____
- 4- _____
- 5- _____

« I have read my assessment».

Intern's signature and date: _____

Holy Spirit University of Kaslik
School of Medicine Sciences and Medical Sciences
Attendings' evaluations Rubric

Student Name: _____ MED 3 MED 4
 Hospital: _____
 Medical Department/Service: _____
 Rotation start date: _____ Rotation end date: _____

At the end of the rotation, kindly fill this form for each student according to his /her level of seniority.

		Below Expectation	Borderline	Meets expectations	Exceeds Expectations	Outstanding performance
		1	2	3	4	5
1	Theoretical knowledge					
2	Diagnostic abilities					
3	Therapeutic skills					
4	Attitude in emergency situations					
5	Relationships with patients					
6	Punctuality, attendance					
7	Integration into the care team					
8	Patient record keeping					
9	Oral presentation of patient medical history					
10	Motivation and Professionalism					
11	Intellectual Curiosity and Use of the Medical Literature					
12	Acquisitions during the internship					

Observations (Positive aspects and Encountered difficulties)

Attendings -Name, Signature, and Date

- 1- _____
- 2- _____
- 3- _____
- 4- _____

« I have read my assessment».

Intern's signature and date: _____