



TEXILA  
AMERICAN  
UNIVERSITY



## **School of Medicine**

**Bachelor of Medicine and Bachelor of Surgery (MBChB)**

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## **Student Handbook**

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## Message from the Founders

Dear Students,

We, Mr. S.P. Saju Bhaskar, and Ms. Chithra Saju are immensely grateful to be able to reach you through another edition of the Texila American University (TAU) Student Handbook. It has been an eventful journey thus far and will continue to only get more exciting further. We are proud of all your achievements and involvement in the activities thus far.

Texila has seen several students through the years and what has never failed us is the memories each cohort leaves behind. We are blessed with students who possess priceless talents and are passionate about their dreams. That is why TAU is fully focused on nurturing every student so that each individual student will be able to contribute to society in any possible way.

We commend the students for adhering to the campus culture, accepting fellow students with warmth, and working tirelessly towards their goals. These are the driving factors that propel Texila towards progress. Our students have never failed to wow us with their work and dedication in all the opportunities that knock on their door. Texila will keep shaping its students towards excellence and send them as the finest professionals into society.

We once again take this opportunity to welcome our students and freshmen batch into the portals of this great institution and look forward to their individual contribution towards the growth in their careers as well as in Texila.

Best Wishes!

**President and Executive Vice President, Texila  
American University.**

## **Message from the Vice Chancellor**

The Texila American University School of Medicine (TAU SOM) welcomes you to the medical profession. For years, TAU SOM has been in the forefront of providing professional medical education to qualified students from around the globe. With dedicated and skilled faculty, excellent infrastructure, Library facilities, laboratories, skill labs, and clinical facilities the institution has been attracting students from Zambia, SADC countries, and Asia as well as many other countries around the world.

The School of Medicine endeavors to provide the best to the students and prepare them to take up the challenges of tomorrow, so that when they complete their formal education, they are competent to handle the challenges and responsibilities of the medical profession.

The Student Handbook is the student's repository for all academic and student life policies. This handbook will serve as a guidebook and reference during your years as a medical student. It contains all the relevant information needed to understand and abide by the school's guidelines and policies. The volume of information that must be assimilated by medical students can be overwhelming. Access to the accurate and timely information found in the Student Handbook will aid the medical student as he or she navigates successfully through the basic science and clinical years on their journey to the practice of medicine.

Welcome to TAU SOM!

**Prof (Dr.) Ajay Poddar**

**Vice Chancellor, Texila American University – Zambia**

## **Message from the Dean**

I am delighted to welcome you to Texila American University School of Medicine (TAU SOM) and looking forward to guiding you in your journey to become model physicians and community leaders. Everything we do at TAU SOM, including our strategies and curriculum, is driven by one factor, serving humanity.

Going by the same principle, we are proud to have a student body which comes from 30 plus different countries bringing their culture and uniqueness under one roof. Having such diverse student body is both a pleasure and challenge at the same time, which motivates us to try our best to provide a warm and welcoming environment to all our students and create enough opportunity for them to understand their cultures and learn to be respectful towards it.

The medical curriculum at TAU has been upgraded recently to encourage more integration and to lead progressive and interactive learning. There is an emphasis on self-directed learning supported by small group interactive sessions to assess and address the specific academic needs of individual students.

For the clinical training, we have clinical rotation sites available in Zambia served by highly qualified and passionate clinical academic faculty. These hospitals provide a wide range and variety of clinical cases that our students are exposed to on a daily basis. These experiences provide ample opportunities for them to learn and practice clinical skills.

Our efforts are not limited to the campus only. In view of our commitment to community service, we ensure that students get engaged in various community-based activities such as community-based research, old age home visits, mobile clinic visits, and community awareness programs.

The aim at TAU SOM is to provide students an opportunity to grow not only as physicians but also good human beings by providing an environment of collaborative learning and mutual respect and help them discover a sense of purpose.

It is an honor and pleasure to witness our graduates emerging as individuals assured of their knowledge and clinical skills with a healthy perspective towards life and a deep passion for medicine to serve humanity.

**Dr. Amit Kumar Singh, Dean,  
School of Medicine.**

## Offices and Services

<p><b>Academics</b> Dr. Balamurugan Easwaran DVC - Academics Email ID: balamurugan.e@tau.edu.zm</p>	<p><b>Academics - SOM &amp; Clinical</b> Dr.Amit Kumar Singh Dean (SOM) Email ID: amitkumar.singh@tau.edu.zm</p>	<p><b>Registration , Admissions</b> Ms. Suguna Registrar Email ID: suguna.s@tau.edu.zm</p>
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## Accreditations and Recognitions



### **Higher Education Authority of Zambia (HEA)**

Texila American University is accredited by Higher Education Authority (HEA) of Zambia. HEA is a statutory body under the Ministry of Higher Education to approve Higher Learning programmes for universities of the country.



### **Higher Professional Council of Zambia (HPCZ)**

HPCZ is supreme body functioning under Ministry of Health which regulates registration of health practitioners licensing and regulation of all health facilities; accreditation of healthcare services provided by health facilities and Programme curriculum.



### **Zambia Qualifications Authority (ZQA)**

The Zambia Qualifications Authority (ZAQA) is a statutory body under the Ministry of Higher Education of the Republic of Zambia to develop and implement a national qualifications framework to ensure that standards and registered qualifications are internationally comparable.



### **World Directory of Medical Schools (WDOMS)**

TAU Zambia is listed in World Directory of Medical Schools (WDOMS) which maintains the list of all the medical schools in the world, with accurate, up-to-date, and comprehensive information on each school.

## **1. Introduction**

Texila American University, Zambia (TAU Z), founded in 2015, is one among the most exclusive African Medical Schools, located in Lusaka, Zambia. TAU renders a quality medical education highlighted with student diversity. Our goal is to prepare students for the next level of medical training by implementing the elite blend of National, Regional and International Curriculum. TAU programs are registered and approved by Health Professional Council of Zambia(HPCZ), Higher Education Authority (HEA).

At Texila American University, we intend to create an entirely new model of health education, one that will enhance the university's ability to act as a transforming agent in health care. Our unique approach embraces cross- disciplinary teaching modalities, breakthrough technologies, and innovative ways to advance training in both basic science and clinical skills throughout the Health Professions Foundation Program curriculum. In addition, we wish to deepen students' understanding of program to better prepare tomorrow's Health Professionals and make a far- reaching impact on their further career.

This handbook is intended to be used in conjunction with all rules and regulations posted on noticeboards or online by faculty and Administration of TAU Zambia. The University reserves the right to change policies and procedures without notice. The final interpretation of any disputable clause rests with the Governing Board.

## **2. Vision and Mission**

### **2.1 Vision**

To be recognized as a leader committed to excellence in higher education, research and innovation that meets the aspirations of the global community.

### **2.2 Mission:**

The university is established to disrupt the educational barriers between different nations, to serve the national & international community and solidarity, and to empower the highly qualified professionals to foster Health Science, IT & Management programs with ease. The university has following major missions:

- To redefine and revolutionize international education by offering updated, modern and

excellent training in areas of Health Sciences, Information & communication technology, management, education, applied sciences & all possible areas that a learner seeks to engage with TAU.

- To observe the highest standards of ethics, integrity and compassionate care for students and community at large
- To make Zambia proud of being the most sustainable region of the world through creating, disseminating, and applying actionable health knowledge through TAU.
- To pursue a Health Profession Degree is a challenging enterprise and a demanding task. Health Professionals are looked upon their community to provide healing in times of pain, and assurance in times of uncertainty. Becoming a Health Professional is a lifelong competitive journey; medical school is just the entrance to the health profession.

### **3. Academic Calendar**

Academic calendars are list of academic activities of the programme. Students are recommended to refer Learning Management System (LMS)

## **4. Admissions**

### **4.1 Admission Documents**

Attested copies of the following documents shall be submitted

- Copy of Passport
- Official Transcript from Previous Institutions / O level / A level
- Photo as per the guidelines
- Personal Statement

### **4.2 Admission Process**

- Complete online application
- Submit all the required documents.
- Pay the application fee.
- Initial screening by an admissions officer for eligibility
- Review of application and supporting documents by the admissions committee for eligibility.
- Final decision by the Admissions Committee

### 4.3 Admission Requirement

The program will be open to those with qualifications which satisfy the general entry requirements of Texila American University - Zambia from any of the three categories:

#### Category 1:

- Five (5) "O" level credits or better which must include English Language, Mathematics, Chemistry or Physics or Science , Biology or Agricultural Science and Any other Subject

#### Category 2:

- Health Professions Foundation Program (HPFP) (OR) 1 or 2 yrs of Natural Science Program (OR) Pre-medical Program. **(Or)**
- A Level (Biology, Chemistry, Physics, and Mathematics required ) with grade B and above **(Or)**
- A candidate who has completed any health-related bachelor's degree. **(and)**
- Education gap not more than 7 years

#### Category 3 (Entry at Year-3) :

For this admission, the candidate will demonstrate that he has done studies equivalent to the Natural Sciences;

- i. Natural Sciences
- ii. Cell Biology and Genetics
- iii. Systems Biology
- iv. Introductory Chemistry I
- v. Introductory Chemistry II
- vi. Mathematical Methods I
- vii. Mathematical Methods II
- viii. Introductory Physics I
- ix. Introductory Physics II A
- x. Molecular Biology and Genetics
- xi. Plant and Animal Physiology
- xii. Form, Function and Diversity of Plants
- xiii. Form, Function and Diversity of Animals
- xiv. Analytical and Inorganic Chemistry
- xv. Biochemistry

- xvi. Organic Chemistry I
- xvii. Organic Chemistry II

See i – xvi above or a Bachelor of Science degree in a relevant field . There ought to be evidence of having done these subjects within the last 5 years.

**and**

#### **Basic Sciences**

- Human Anatomy – Gross, Embryology, Histology
- Human Physiology – Basic & Applied
- Biochemistry
- Pharmacology
- Pathology – Histopathology or Chemical or Haematology
- Microbiology – Bacteriology, Virology, Mycology, Parasitology
- There ought to be evidence of having done these subjects within the last 2 years.

### **4.4 Technical standards from the students**

#### **4.4.1 Professional Attitudes**

The student must have a positive and an assertive attitude. The health science studies are very demanding; they require a lot of sacrifice in time and involve investment of financial resources. The student should be focused and acquire the expected professional knowledge, attitude, skills and ethical standards to build continuously his/her career and develop his/her knowledge throughout the life.

#### **4.4.2 Medical Knowledge**

The student is expected to learn the required level of knowledge following the step-by-step methods of the curriculum of TAU throughout their studies. They are expected to maintain and develop their knowledge, and get prepared to get through all of the required examinations.

#### **4.4.3 Other Skills**

TAU's professional curriculum requires students to engage in diverse, complex and specific experiences essential to acquisition and practice of health-care skills in order to ensure the health and safety of patients, fellow students and faculty, and other health care providers in future.

These essential abilities include (but are not limited to) motor skills, sensory / observation, cognitive, communication, behavioral/emotional and ethical conduct.

#### **4.4.4 Ethical Considerations**

The ethical requirements at TAU are based on self-discipline.

- i. The student of TAU should not get in collision with the law of the Government of Zambia. Any breach of Local laws of Zambia shall lead to legal consequences as per the Laws of Zambia. Similarly, the student should not engage in any unlawful activity in any host country during course of study and with the law of his/her home country respectively during his/her education duration with TAU
- ii. The student will show collegiality towards other fellow students. He/she will assist them during their study years; assist them in any professional and non-professional difficulties. The student is expected to be a good team player.
- iii. The student will respect and support the image of TAU with his/her behavior, professional success, and appearance, he/she will do the best to establish the image of TAU in Zambia and worldwide.
- iv. The student should show respect towards others, including fellow students, senior students, the academic staff, peers, advisors and other members of staff at TAU.
- v. To disclose matters affecting the interests of TAU or to go public in such cases, in any way whatsoever, a prior discussion of the student of the case with the Dean/ Registrar/ Vice Chancellor is a must, their advice and permission should be sought.
- vi. The student should do his best to prevent any communicable diseases and prevent from being infected with them.
- vii. The student should follow the internationally accepted ethical codes regarding good Health Science practice.
- viii. Before booking the ticket to go on vacation, students must discuss it with their HOD so that their appearance in the supplementary exam (if required) should be ensured.

## 5. Academics

### 5.1 Aim

The aim of TAU MBChB Program is to provide a sound medical education for students who are desirous of practicing medicine in Zambia and worldwide.

### 5.2 Objectives

- a. TAU MBChB Program is to provide a sound medical education for students who are desirous of practicing medicine in Zambia and worldwide.
- b. The TAU MBChB Program is committed to overcome the deficiencies in the doctor-patient ratio by producing the required number of medical doctors.
- c. The Program is designed to develop competent health professionals to meet the Zambian and Global health needs.
  - d. The Program will be delivered as per the present day needs of the various stake holders such as Ministry of Health, Zambia, Health Professionals Council of Zambia,, Registered Medical Doctors, Patients, Prospective Medical Students and General Public etc

### 5.3 Programme Curriculum

MBChB Curriculum		
	SEM-1	SEM -2
YEAR 1	Gross Anatomy, Embryology and Imaging – I (GAE 1121)	Gross Anatomy, Embryology and Imaging – II (GAE 1221)
	Histology (HIS 1122)	Neuroscience (NEU 1222)
	Behavioral Science (BSC 1113)	Human Physiology (HPY 1223)
	Medical Ethics (MET 1114)	Primary Health care and Health Promotion (PHP 1234)
	Medical Biochemistry and Genetics (MBG1125)	
YEAR 2	Immunology and Microbiology (IMB 2121)	Pharmacology (PHM 2221)
	General Pathology (GPT 2122)	Systemic Pathology (SPT 2222)
	Clinical Microbiology (CMB 2113)	Community Health (CMH 2213)
	Epidemiology and Biostatistics (EPB 2114)	Pathophysiology for Clinical Medicine (PCM 2214)
	Clinical Correlations – I (CLC 2125)	Clinical Correlations – II (CLC 2225)

		Clinical Skills and Methods (CSM 2226)		
YEAR-3	Communication Skills, Professionalism, & Health Care Ethics (CPH 3115)			
	Internal Medicine I (IMD 3121)	Surgery I (SGY 3122)	Obstetrics & Gynecology I (OBG 3123)	Pediatrics & Child Health I (PCH 3124)
YEAR-4	Forensic Medicine & Medical Jurisprudence (FMJ 4125)			
	Internal Medicine II (IMD 4121)	Surgery-II (SGY 4122)	Psychiatry & Mental Health (PMH 4123)	Community Medicine (CMM 4134)
YEAR-5	Internal Medicine III (IMD 5121)	Surgery III (SGY 5122)	Obstetrics & Gynecology II (OBG 5123)	Pediatrics & Child Health II (PCH 5124)

#### 5.4 Course Credits

Course Code	Course	Credit
<b>MBChB – 1 – Sem – I</b>		
GAE 1121	Gross Anatomy, Embryology and Imaging – I	15
HIS 1122	Histology	12
BSC 1113	Behavioral Science	8
MET 1114	Medical Ethics	5
MBG 1125	Medical Biochemistry and Genetics	20
<b>MBChB – 1 – Sem – II</b>		
GAE 1221	Gross Anatomy, Embryology and Imaging – II	16
NEU 1222	Neuroscience	15
HPY 1223	Human Physiology	20
PHP 1234	Primary Health care and Health Promotion	9
<b>MBChB – 2 – Sem – I</b>		
IMB 2121	Immunology and Microbiology	18
GPT 2122	General Pathology	18
CMB 2113	Clinical Microbiology	9
EPB 2114	Epidemiology and Biostatistics	9
CLC 2125	Clinical Correlations – I	6
<b>MBChB – 2 – Sem – II</b>		



PHM 2221	Pharmacology	20
SPT 2222	Systemic Pathology	12
CMH 2213	Community Health	6
PCM 2214	Pathophysiology for Clinical Medicine	8
CLC 2225	Clinical Correlations – II	6
CSM 2226	Clinical Skills and Methods	8
<b>MBChB – 3</b>		
IMD 3121	Internal Medicine – I	12
SGY 3122	Surgery – I	12
OBG 3123	Obstetrics and Gynecology – I	12
PCH 3124	Pediatrics and Child health – I	12
CPH 3115	Communication skills, Professionalism and Health care Ethics	6
<b>MBChB – 4</b>		
IMD 4121	Internal Medicine – II	12
SGY 4122	Surgery – II	12
PMH 4123	Psychiatry and Mental Health	12
CMM 4134	Community Medicine	12
FMJ 4125	Forensic Medicine and Medical Jurisprudence	12
<b>MBChB – 5</b>		
IMD 5121	Internal Medicine – III	12
SGY 5122	Surgery – III	12
OBG 5123	Obstetrics and Gynecology – II	12
PCH 5124	Pediatrics and Child health – II	12

## 5.5 Clinical Rotations

All Clinical rotation should be ideally taken at the clinical sites approved by the MOH, HPCZ & HEA.

The clerks are to be assigned in the clinical sites based on their unique student number, Availability of clinical sites and availability of the consultants.

### **3<sup>rd</sup> Year Clinical rotation:**

In third year Clinical rotation. There are four departments in which the clerk has to rotate.

#### **Internal Medicine 1, Surgery 1, Obstetrics & Gynecology 1 and Paediatrics 1.**

All rotations are of 10 weeks each. The facilities or clinical sites are UTH & Levy Teaching hospital.

### **4<sup>th</sup> Year Clinical rotation:**

In fourth year Clinical rotation. There are four departments in which the clerk has to rotate.

**Internal Medicine 2** (*Includes: Dermatology & STD (4 weeks), Oncology (2 weeks), Emergency Medicine (2 weeks) Radio-diagnosis(2 weeks)*), **Surgery 2** (*Includes: Ophthalmology (3 weeks), Otorhinolaryngology (3 weeks), Anaesthesia (2 weeks) & Maxillofacial Surgery (2 weeks)*), **Community Medicine and Psychiatry.**

All rotations are of 10 weeks each. The facilities or clinical sites are UTH, Chianama, Maina soko & Levy Teaching hospital.

### **5<sup>th</sup> Year Clinical rotation:**

In final year Clinical rotation. There are four departments in which the clerk has to rotate.

#### **Internal Medicine 3, Surgery 3, Obstetrics & Gynecology 2 and Paediatrics 2.**

All rotations are of 10 weeks each. The facilities or clinical sites are UTH & Levy Teaching hospital.

Each clinical rotation will be accompanied with logbook which will be issued by TAUZ (On payment) which is mandatory to submit the same after successful competition of each rotation, duly sign and stamp.

## **5.6 Course Descriptions**

Detailed Course descriptions are available in the MBChB Program Catalog

## **6. Educational Policies and Procedure**

TAU is not devoted dogmatically to any of the teaching methods that are not approved by the Academic Committee of TAU. TAU shall have the right to choose the right method of learning delivery and TAU's teaching staff has the freedom to choose the best teaching methods, which serves best the delivery of subject within the policies and guidelines of TAU Academic Committee.

## 6.1 Student's Attendance Policy

All students are required to attend a minimum of 75% of classes in aggregate which includes attendance to laboratory sessions as well. A grace of 15% is given for emergencies or urgent medical care on producing medical certificate & Fitness certificate from hospitals in Zambia and Medical Prescriptions and Discharge Summary if applicable. This will have to be approved by the University Senate, and the Board will take the final decision as to whether the student is allowed to take the exams and complete the semester. The University Senate will decide and may impose a penalty.

Guidelines for eligibility:

- Eligible students are with attendance  $\geq 75\%$
- Students with 70 % to 74% shall be granted on payment of condonation fee of USD 25 / K 250 /-
- Student with 60% to 69% can be considered under the VC powers on a case-to-case basis along with USD 25 / K 250/-
- Students with 59% and less than 59% will have to repeat the semester.

### 6.1.1 Monitoring of Tardiness and Absences

As a rule, all students are required to attend their classes, specifically clinical rotation, practicum and other off-campus exposures, always. To clearly construe this policy the following terms and conditions are hereunder provided:

1. A student shall be deemed "absent" if he or she arrives after twenty (20) minutes from commencement of his/her classes / clinical rotation/practicum/other off-campus exposure. Likewise, if a student accumulated three (3) tardiness/lateness in a given class / rotation or series of rotation, this shall be considered as one absence.
2. A student shall be deemed "tardy" or "late" if he or she arrives within 1 to 19 minutes after the commencement of his/her class / clinical rotation/practicum/other off campus exposure.
3. Monitoring of Attendance:
4. It is the primary responsibility of Faculty / Dean and clinical coordinator/off-campus coordinator to monitor the attendance and punctuality of students on classes / clinical rotation, practicum, and/or other off-campus exposures.
5. For this purpose, the Faculty / Dean and clinical coordinator/off-campus coordinator

may perform the following:

- a. Checking of attendance report on students' attendance and punctuality in the classes.
- b. Checking of attendance monitoring sheet, log book, reports and other pertinent documents that could provide information on student's attendance and punctuality during clinical rotation.
- c. Spot attendance checking based on the official schedule.
- d. Referring to the hospital's/institution's logbook or attendance monitoring sheets.
- e. Other reliable methods
- f.
  - i) Faculty shall make the attendance daily; the report of the attendance should be prepared by the Academic Manager and send to Dean on weekly basis to be reviewed with HOD.
  - ii) Clinical coordinator/off-campus coordinator shall prepare and submit a weekly attendance monitoring report to the Dean/Registrar together with photocopies of its supporting documents with a copy to the Academic Manager. Dean must authenticate the attendance to the Academic Manager.

#### **6.1.2 Penalty/Sanctions in case of absence/tardiness**

- Warning letter: This is a letter coming from the concerned school informing student who has been absent or tardy about the consequences of his/her omission. Absence of warning letter does not preclude the school from any other penalty.
- Fine: It is a form of penalty requiring student to pay due to his/her tardiness or absence.
- Make-up duty: For each absence in clinical rotation/practicum/other off-campus exposure, student will be required to pay certain amount and do make up duty according to the schedule below:

Nature	Sanctions			Make-up duty fee
	No. of times/days	No. of days/times of Make-up Duty	Fine	
Tardiness	1		/	
	3	1		/
Absence:	Ratio of absence and make-up			
Excused	1	1		/
Unexcused	1	2		/

a. Repeat rotation: This is given to students who accumulated absence for more than 20% of the total no. of hours of a given rotation, regardless of the make-up classes rendered. Other situations where the repeat rotation may be recommended are the following:

- Poor academic performance.
- Poor attendance and excessive tardiness
- Recommendation of clinical faculty and/or clinical coordinator
- Absence for more than 5 days without any notification.
- Other similar reasons

A student shall only be allowed to repeat the rotation once in every area, unless there are valid reasons to the contrary.

In cases of repeat rotation, a fee shall be collected from the student by the University

**\*Please note that fine and repeat rotation fee shall be based on the University's accounting fee schedule**

### **Non-Sectarian Policy**

TAU is a non-sectarian institute and as such does not close for the religious holidays of any specific denomination or group, which are not declared as holiday by the local government. Students who miss classes or laboratory sessions or examinations for any such non-governmental holiday will be responsible for the content of all missed course work or failure to attend the examinations.

## **Short Breaks**

Short break up to 10 days will be allowed whenever situation arises such as illness, death of close family member, urgent medical treatment etc. such absence will normally be adjusted against 10% leave entitlement provided that the student produces valid evidence of such an unexpected emergency.

## **Deferrals**

An application for deferral must be submitted before the beginning of the semester. All students going for deferral must have zero dues before leaving the university. There will be no refund on tuition and other fees.

But for some more valid reasons, when the student requests for another deferral after the permissible number of absences with respect to deferral are fully utilized, the University will decide of whether to grant or refuse the request on the grounds of the aforesaid reasons. Upon approval and granting of this request, a corresponding one-time fee is charged to the student, as decided by the management.

## **6.2 Program Change**

Subsequently during the program, if the student desire for change of program, need to send a formal request for program change and additional documents if any. The request is verified by the Academic head/Dean and is approved by the Dean in writing. Program change is not possible after 60 days of commencement of classes. When there is change in program, student will be considered as new applicant and has to begin with the academic's session from start. The credit from prior session would be considered based on the similarity of the course and its stage in the program which must be recommendation of the Dean/HOD of requisite changed program.

Any difference in fee payment, like excess payment that will be adjusted with upcoming fees. Student has to pay the difference fee if any within a week as per invoice.

## **6.3 Withdrawal**

This is the permanent discontinuation of the course and quitting the education with the University. Student may decide to discontinue the course and quit the University before or

after registration. A student who decides to withdraw up to the 3rd week of the semester will get a remark of W (Withdrawn) on the transcript in the subjects of that semester. However, those who withdraw after the 3rd week will get F (Fail) on the transcript in the subjects of that semester. Students intend to withdraw from the course must submit formal withdrawal request. Student withdrawing after registration should have paid all dues applicable for the respective academic year. There shall be no REFUND for withdrawal. International students who withdraw from the program and would like to remain in Zambia or any other country of study will be subjected to the local immigration laws.

Exit interview to students who files withdrawal, transfer and leave of absence is a requirement before the approval of the student request to leave the university.

#### **6.4 Satisfactory Academic Progress**

Students are expected to maintain good standing by complying with all academic rules and regulations and remain current with their financial obligations to TAU. The university reserves the right to withhold service, transcripts and certifications to the students who are not in good standing with TAU's Policies.

#### **6.5 Financial responsibility and Payments**

All tuition fees must be paid BEFORE the Invoice due date/stipulated timeline, failing which the student will not be allowed to start or continue with the existing semester / examination. Any Tuition or other fee received AFTER the Invoice due date will be subjected to late fee as per management decision. No refund or credit will be issued. In addition, the student may not be allowed to attend the classes/examinations. Subsequently, during the program, the invoices will be sent for further applicable payments required and failure of the payment shall be dealt with in the similar manner as explained above.

**Late Fee :** The following late fee is applicable if anyone fails to complete the payment of fee as per fee plan

Late fee :- 1000 Kwacha / 100 USD( Per installment as per SOF)

## **Refunds :**

Non-refundable charges: Online application fee, Admission Processing charges, VISA Processing charges, Seat Deposit, Ancillary fees, Administrative Charges and all complementary benefits (if any) offered, are non-refundable.

Fee paid towards the completed and current semester shall not be refunded.

Students withdraw before start of the program and have paid complete fees will be refunded after deduction of non-refundable charges.

Students withdraw after the start of the program and before completion of current semester and have paid fees will be refunded after deduction of the non-refundable charges and current semester fee. Students requesting for refund should submit formal request, which is subject to evaluation. Refund payable if any shall be processed as per refund policy.

### **6.5.1 Student Debt Management Policy**

- a) At the point of signing the enrolment contract with the school, students are explained of their financial obligations and the need to make prompt payments as a way to avoid debt recovery actions being applied.
- b) In an effort to assist and plan students' budgets, the financial counsel officer counsels and provides students with a detailed summary of the estimated cost for tuition, books, supplies, and personal living expenses to complete the entire program of study.
- c) Financial counsel office of Student affairs department also counsel students on the implications of borrowing and ways to limit and manage borrowing
- d) Students are expected and required to pay all fees due to TAU-SOM, whether for tuition, course consumables or library charges, by the appropriate due date.
- e) In applying the policy, the TAU-SOM will at all times seek to be sympathetic to individual students' financial circumstances. However, for the Institute to do so, students must engage in dialogue with the Dean's office if they are experiencing difficulties in making payments.
- f) Students who fail to make payment by the due date and who have not made arrangements with the Student affairs department for an alternative payment plan will be classified as "overdue debtors", and may be liable to a range of actions.



### **6.5.2 Payment by a Sponsor**

- a) A sponsor is a commercial or charitable organization providing full, or part funding, of a Student's Tuition Fees. A sponsor may be the Student's employer, Government embassy, charity or other company. However, a parent, other relative, or friend is not classified as a sponsor.
- b) Students in receipt of sponsorship from a sponsor must provide a letter of confirmation to the University's Registry on the sponsor's official letter head in order to be enrolled onto their course of study.
- c) Sponsors will be invoiced for their contribution to the Student's fees after the Student has been enrolled. Payment must be made in full by the sponsor within 30 days from the date of invoice. Installment payments are not offered to sponsors.
- d) Where the Student's Fees are to be paid by a sponsor it shall remain the personal responsibility of the Student to ensure that their Fees are paid in full. This means that any amounts unpaid by the sponsor will become payable by the Student.

### **6.5.3 Consequences for Non-compliance**

#### **Consequence of Late or Non payment**

If tuition fees are not paid in time, TAU-SOM will take several courses of action to recover any funds that are overdue for payment:

#### **Personal hearing**

If tuition fees are still unpaid four weeks after the due date the student will be offered personal hearing with a member of . If they are in genuine difficulty with payment, the financial counsel office team will try to agree a repayment plan that they can afford but is also acceptable to the TAU-SOM.

#### **Withdrawal of Library and IT Facilities**

Students who have not paid or made a satisfactory agreement with Financial Counsel office of Student affairs department will not be able to use the University's IT or Library facilities until payment in full is made.

#### **Writing Exams & Examination results**

Students who have not paid or made a satisfactory agreement with Financial office will not be able to write exams and obtain their examination results until payment in full is made.

### **Graduating Students**

Students who have an outstanding tuition fee debt to the TAU-SOM will not be able to attend the graduation ceremony or obtain their qualification certificate or a transcript of studies until payment in full is made.

### **Re-enrollment**

Students who have not paid or made a satisfactory agreement with financial office will not be able to re-enroll into next semester until payment is made in full.

## **6.6 Academic Probation**

- Academic Probation (AP) is a formal action by the Student Promotion and Graduation Committee (SPGC) of TAU-SOM. The committee will decide the student who will be placed from good standing to academic probation for the next two semesters based on their academic performance.
- For students who undergo academic probation, a faculty (depending on the course failed) mentor will be assigned and he will be responsible to develop a remedial measure plan for the student to the betterment in learning and understanding; and submits the complete plan to the Dean SOM's office.
- While on Academic Probation, whether the student can take any more courses other than the one he/she failed would be subjected to:  
The Course HOD feedback  
The schedule of available course\*  
\*The student can only enroll in those courses for which the failed course is NOT a Pre-Requisite and those without any schedule conflict
- On failing the course while on academic probation, the student will be allowed to take that course ONLY the following semester. The student CAN NOT enroll in any other course.
- In case the student fails the course for the second time, the student will be at risk of dismissal from the program.
- On successfully passing the course, the student will be off probation the following semester.

## 7. Students Progression Criteria

Students shall be examined at the end of each semester/year. The following criteria will determine progression from one semester/year to the next;

### 7.1 Examination Eligibility Criteria -- Exams Policy

The following academic criteria MUST be fulfilled BEFORE the undertaking the examination of MBChB program.

1. Completion and successfully passing all the courses in Pre and Para clinical Divisions (MBChB 4 semesters) of the MBChB program
2. The student should not have any pending assignments offered during the Basic science program
3. No pending payments regarding the course and exams
4. The student is not under any Academic or Disciplinary probation.

**\*\*Failure to fulfill ALL criterion shall disqualify the candidate from taking the Pre-clinical Exit Exam\*\***

#### For MBChB Year 1 and 2

##### **Internal Assessment**

1. A student with one or two D will be eligible for supplementary examinations.
2. A student shall only be allowed to write a supplementary after having passed their continuous assessment in the course(s).
3. A student who fails despite two chances of supplementary exam(s) shall repeat the semester.
4. A student with more than two D s shall repeat the semester
5. A student repeating the semester shall do all the courses required for the semester including those previously passed by the student.

Any student who does not write an exam due to illness, bereavement etc. can be considered for deferred exam with the approval of Dean.

### For years 3, 4, and 5 students

- 1.. A student who fails the clinical component (OSCE) shall repeat the clerkship.
- 2.. A student who fails the clerkship after repeating twice shall have to repeat the whole year.
3. Any student who does not write an exam due to illness, bereavement etc. can be consider for a deferred exam.

### Remedial Exercise

- Remedial exercise will be given by the Academic Department on those subjects where a student has failed to score pass mark.
- Remedial exercise will focus more on the core competencies of the respective subjects.
- Students will be made to work on assignments based on the core topics identified by the subject teachers. After due preparation and attendance of remedial classes students will appear remedial supplementary exams
- The fee for the remedial exams to be ascertained from the examination division before payment.
- Process: Students shall get application form for Supplemental Exam at the Student Affairs Department. Students can cross check from the exam department the list of courses they have to take; however, lists of students and courses will also be posted in the ERP and LMS.
- Academic coordinator or the Lecturer must endorse by affixing his/her signature in the form for application for supplemental exam.
- Exam Department shall confirm the number of courses the student will take Student will go to the Accounts Department for payment of the exam. A fee of ZMW 200 or USD 20 per course will be payable in order to be eligible to appear in the supplemental exam.
- After payment the students needs to return the form to the exam department for approval. Supplementary Examination will be conducted during the semester break.
- Exam Manager to release the schedule and details when to write the supplementary exam.
- **Important:** International Students are advised not to book their travel ticket before release of examination schedule for supplemental Examination.

## 7.2 Examinations

The following is the assessment pattern for the School of Medicine

- Final Examination (End of Semester)
- Internal and Continuous Assessments

### Final Examination (End of Semester)

University Examinations will be held in accordance with rules of the University and normally in the presence of an External Examiner. These examinations shall consist of such written, practical, and oral examinations, as the school of medicine deem necessary.

### Internal and Continuous Assessments

The pass mark (standard) will be a score of 50% for the course offered. Continuous Assessment (CA) will contribute 40% of the total score. The final examination will contribute 60% of the total score for the course. In clinical courses, the clinical examination and the theoretical examinations must be passed independently. Failure in the clinical exam (OSCE) will entail the failure in the course and repeat of the clerkship.

## 7.3 Assessment Pattern

### Continuous Assessment - 40%

(Continuous assessment includes: Class tests, Practical tests, Oral tests, Seminars, Assignments and Internal Assessment)

### Final Examination - 60%

(Final examination consists: Theory and Practical's)

A candidate has to pass both continuous assessment and summative assessment. Candidate should secure at least 50 % of total marks in internal as well as external examination to clear.

## 7.4 Grade Appeal

A student has the right to appeal a grade received in an individual examination, project or paper, or any other grade given by a Course or Clinical Consultant. The appeal process has several stages that must be completed in their entirety. The number of stages is dependent on whether the appeal is submitted during the term for course examinations, or at the end of the term, when the appeal is being made regarding a final grade in a course. While a course or clinical is in progress, the student or students shall present a written complaint to the instructor with the intent to clarify a course-related concern.

If a resolution is not reached after submitting the concern directly to the faculty/consultant, the student(s) may submit a written complaint to the Dean based on the course relating to the appeal. After reviewing the case along with all evidence presented, the Dean shall render a decision. If necessary, a new review may be conducted if the Dean finds it necessary.

For appeals made at the end of the semester for a final grade, the student shall present the appeal in writing to the SPGC within three business days after receiving the course or clinical grade.

The SPGC will only hear appeals presented in writing that include the names of the aggrieved student(s). If the appeal involves issues of a general nature to an entire class, then the aggrieved student or students may select a representative to bring the matter before SPGC.

The SPGC will examine the evidence and identify a resolution that will promote the overall academic integrity of the University's educational process. If the student feels the SPGC decision is not justified, he/she may escalate the issue in writing to the Appeals and Grievance Committee.

## **7.5 Transcript**

A transcript is a complete account of each student's academic history at the University. Courses and grades are listed for all periods of time when students have been registered including Fail grades.

### **Official vs. Unofficial copies**

Official transcript copies are printed on security paper and marked with the Registrar's signature and official university seal. (Most applications for academic programs, scholarship programs, etc. require an official copy of transcript). There is a 250 ZMW fee for each official transcript.

Unofficial Transcript means the academic transcript or a similar academic record of each current or former student of an institution of higher education that contains information customarily provided on an official transcript but cannot be used to transfer academic credits to another institution of higher education.

Unofficial transcripts (student copies) are printed on university letter head and are marked as a "student copy." They are not stamped with the Registrar's seal. Transcript requests will not be processed without required payment and transcripts will not be issued to students who are not in good financial standing. There is a 100 ZMW fee for each Unofficial transcript. Student can make a request through student portal with appropriate reason for un-official transcript.

## 7.6 Grading Criteria:

% Marks Range	Grade	Grade Point Value	Grade Descriptor
90-100	A+	5	Upper Distinction. An exceptional performance demonstrating a broad understanding of the subject area and excellent knowledge of the relevant subject matter. Exemplary discussion and analysis of results, logical organization and ability to critically analyze and evaluate discuss concepts coupled with insight and originality.
80-89	A	4	Lower Distinction. A very good performance demonstrating evidence of wide understanding, with clear presentation and thorough analysis & evaluation and an ability to critically evaluate and discuss the subject. A clear indication of some insight and originality. A very competent and well-presented work overall but falling short of excellence in some aspects.
70-79	B+	3.5	Merit. A good performance which shows a good understanding of the subject and knowledge of the relevant subject matter. Efficient derivation of information with only minor slips. Demonstrates some relevant interpretation and critical evaluation of the subject. The good general standard of analysis, synthesis & interpretation of data.
60-69	B	3	Upper Credit. Satisfactory performance with a clear presentation of the subject and simple analysis but less effective evaluation of the subject matter or synthesis of information. Requires some level of supervision but shows little ability to try and solve some problems unaided.
55-59	C+	2.4	Lower Credit. An average performance that shows some understanding of the subject matter but limited knowledge and appreciation of the relevant subject matter. Presentation of, analysis or presentation of results at a basic level and showing little or no originality or critical evaluation. Insufficient attention to organization and presentation of work.
50-54	C	1.5	Pass. A safe performance showing a limited understanding of the subject matter. Basic discussion or analysis of the subject matter inconsistently or incompletely. Critical thinking and synthesis of information severely limited, including some basic misapprehensions, and lacking any originality of critical evaluation.
49 - 0	D	0	Fail. An unsatisfactory performance containing substantial errors and omissions. Very limited understanding, or in some cases misunderstanding, of the subject matter and very restricted or superficial appreciation of the relevant subject matter. Very poor, incoherent and, in some cases, incomplete presentation of information. Poor overall standard of presentation

## 7.7 Pre-Clinical Exit Exam Policy

### The Examiners:

#### 1. External Observer

During the Pre-Clinical Exit Exam, the university is required to have an external observer.

## **A. Identification of External Observer**

### **External Observers are:**

Any professional with a medical degree or a PhD/Masters-in-Medicine related subjects, who is not connected or employed in TAU in a full time or part position in the academe with recognized university.

## **B. Qualifications of External Observer:**

- Not employed by TAU in full time or part time status.
- At least master's degree holder in the specific field
- Working as faculty/consultant in a recognized university or industry which he/she practices his/her profession and expertise.

## **C. Roles and Responsibility of the External Observer:**

The main role of the external examiner is to oversee the end-to-end conduction of the examination to ensure good practice and that all stated protocol and processes are adhered to for a fair, impartial and valid examination. S/he may, at any given time invalidate the examination should there be gross deviance from norms and protocols. The main areas (but not limited to) of monitoring are the following:

- ✓ Eligibility of candidate
- ✓ Relevance and validity of rubrics
- ✓ Blue print of questions
- ✓ Security of examination
- ✓ Moderation of grades
- ✓ Publication of grades

The external examiner may recommend disqualification or deferral of any candidate based on existing, processes, policy or protocols set forth by Texila American University, School of Medicine (TAU-SOM)

## **D. Principal Examiners**

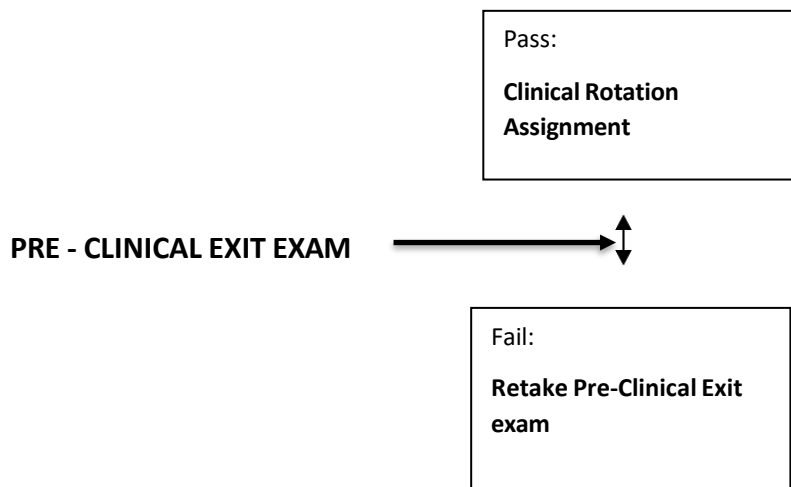
They are the Head of Department of TAU-SOM, who will be in-charge of the over-all supervision during the pre-clinical exit exam



## E. Internal Examiners

They are TAU SOM Basic Science Faculty.

### EXAMINATION FRAMEWORK



#### a. Pre-Clinical Exit Examination Components

##### Comprehensive Pre Clinical Self-Assessment

- Multiple-choice items based on information typically covered during the Pre & Para Clinical of MBChB program.
- Student should get a score 50% to pass the exam
- The exam should be taken by the student only after they have successfully completed all the courses of basic science.

##### Objective structured practical examination (OSPE):

**50% weightage of total exit exam**

**OSPE Committee**

The OSPE committee consist of the unit heads from Anatomy, Physiology, Biochemistry, Pharmacology, Pathology and Microbiology, who will determine the design, quality and quantity of exam.

**Pass Mark: 50% is the pass mark**

All failed candidates will be reviewed by the respective HODs and they will advise the student on the particular area of deficiency in the basic science courses competency. He / She will be advised to focus on those specified areas before retaking the pre-clinical exit exam.

**7.8 Clinical Exit Exam :**

Clinical Exit Exam will be conducted after the successful completion of clinical year exams at the end of Year 5.

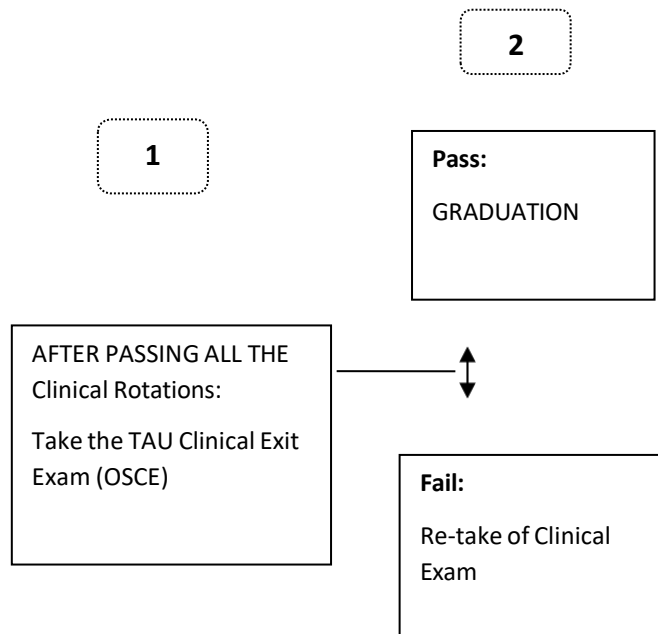
**a. Examination Eligibility Criteria**

The following academic criteria MUST be fulfilled before the undertaking the CEE:

1. Successful completion of the formative and summative assessments (END ROTATION EXAMS) of all Clinical rotations.
2. That there are no pending remedial rotations.
3. That the logbooks are all duly completed, signed and vetted by the respective Clinical Department/ Head of Departments and passed to the Dean's Office
4. That the Candidate has submitted all required Clinical Case Studies or Research

**\*\*Failure to fulfill ALL criterion shall disqualify the candidate from taking the CEE\*\***

## EXAMINATION FRAMEWORK



### **A. CLINICAL EXAMINATION (OSCE): 60% weightage of total Exit exam**

Objective Structured Clinical Examination [OSCE] is designed to test:

- Communication skills
- History taking skills
- Physical Examination
- Diagnostics [Interpretation of Radiographs, EKG's, Lab Investigation]
- Differential Diagnosis
- Management

#### **Components of OSCE:**

- **Medicine and allied subjects (including Psychiatry):** 5 stations, 10 minutes in each of 4 stations with internal examiner and 20 minutes in 1 station with external examiner for 20 marks. The total time should be approximately 1 hour per student
- **Surgery and allied subjects (including Orthopedics):** 5 stations, 10 marks, 10 minutes in each of 4 stations with internal examiner and 20 minutes in 1

station with external examiner for 20 marks. The total time should be approximately 1 hour per student

- **Obstetrics and Gynecology:** 5 stations, 10 minutes in each of 4 stations with internal examiner and 20 minutes in 1 station with external examiner for 20 marks. The total time should be approximately 1 hour per student
- **Pediatrics:** 5 stations, 10 minutes in each of 4 stations with internal examiner and 20 minutes in 1 station with external examiner for 20 marks. The total time should be approximately 1 hour per student.

### **Passing Criteria for each component:**

**OSCE:** The student must score 50% or above in each component to pass OSCE  
*Once the students have passed all the exams, the final grade for Clinical Exit exam will be calculated by taking 60% of OSCE grade and 40% of Theory.*

#### **First Time Failure:**

The student must write a supplementary exam

#### **Second Time Failure:**

The student must attend 10 weeks of remedial rotation before taking the Supplementary exam

#### **Third Time Failure:**

The student must repeat 10 weeks of remedial rotation in Internal Medicine, Surgery, Obstetrics & Gynecology and Pediatrics. (Total 40 weeks) and then to appear in the supplementary exam.

#### **Fourth Time Failure:**

Academic Dismissal

All failed candidates will be reviewed by the respective HODs and they will advise the student on the particular area of deficiency in the clinical competency. He / She will be advised to focus on those specified areas before retaking the clinical exit exam.

A recommendation letter should be signed by the HOD and the Dean, which contains the result of exam, recommendations such as: eligible for another clinical exit exam or recommended for remedial clinical rotation which will include the weeks to be completed during the remedial clinical rotation.

Remedial clerkships will expose the student to all aspects of the subject relevant to the final examination. Students who do not satisfactorily complete the prescribed remedial work will not be allowed to sit in the repeat examination.

## 8. Student Support Service

Student Counselling: Counselling facility is available is for needy students with qualified psychiatrist.

## 9. Student Council

Texila Student Representative council (SRC) is an independent student body governed by TAU students; therefore, students are highly encouraged to implement and develop their own governing bodies. A faculty member is appointed as a advisor to the Student Representative Council .

### 9.1 Student Academic Code of Conduct

Violations	Penalties		
Academic Code of Conduct	1st Offense	2nd Offense	3rd Offense
Cheating in Examinations	Declaring Fail in the subject straightly	Declaring repeat of semester for all the courses	Dismissal
Intentional Misrepresentation	Suspension for 5-10 days	Suspension for 11-20 days	Dismissal
Plagiarism	Suspension for 5-10 days	Suspension for 11-20 days	Dismissal
Inappropriate Collaboration	Suspension for 5-10 days	Suspension for 11-20 days	Dismissal
Improper Influence	Suspension for 5-10 days	Suspension for 11-20 days	Dismissal

## Sanctions General Code Of conduct

Violations	Penalties		
	General Code of Conduct	1st Offense	2nd Offense
Making negative remarks about TAU or its Students to other fellow students, staff or others	Warning and Community Service of 8 hours	Suspension for 5-10 days	Dismissal
Disrespecting TAU Staff and Peers group in any form	Warning and Community Service of 8 hours	Suspension for 5-10 days	Dismissal
Disrespecting one's Country, Religion Race, or section of student's community in any form	Warning and Community Service of 8 hours	Suspension for 5-10 days	Dismissal
Involvement in any activities which directly or indirectly affect or implies a negative effect on TAU	Suspension for 5-10 days	Suspension for 11-20 days	Dismissal
Insult, harass and criticize any Student or Staff	Warning	Suspension for 5-10 days	Dismissal
Involvement in bullying activities or threatening Staff or Students	Suspension for 5-15 days	Dismissal	
Proven beyond reasonable doubt that he/she is directly involved in sexual activities in University Campus or Hostel	Suspension for 1 semester or Dismissal	Dismissal, if the 1st offence is penalized by suspension	
Harassment and undermining the character and the purpose of the University	Suspension for 10 days	Dismissal	
Intentionally or unintentionally involved in illegal and immoral activities in the Campus and Hostel	Suspension for 1 Semester or Dismissal	Dismissal, if the 1st offence is penalized by suspension	
Formation of any student groups to express any personal views or execute any personal agenda or any form of activity against the students/staff/TAU in any form	Suspension for 5-10 days	Suspension for 11-20 days	Dismissal

Consumption of Alcohol or Smoking on campus or in the hostel; Entering the campus under the influence of alcohol/drugs	Suspension for 5-10 days	Suspension for 11-20 days	Dismissal
Usage and mishandling of University's resources or property causing any loss	Suspension for 5-10 days and Replacement or restitution of Assets	Suspension for 11-20 days and Replacement or restitution of Assets	Replacement or restitution of Assets and Dismissal
Vandalism of University property or assets	Suspension for 5-10 days Replacement or restoration of Assets	Suspension for 11-20 days. Replacement or restoration of Assets	Replacement or restoration of Assets and Dismissal
Inappropriate is closure or copying of patient/hospital Records	Suspension for 5-10 days	Suspension for 20 days	Dismissal
Improper Dress Code and violation of no ID/no entry policy	Warning and fine of USD 25 or 250 ZMW	Suspension for 3-5 days and a fine of USD 25 or 250 ZMW	Suspension for 6-10 days plus a fine of USD 50 or 500 ZMW
Usage of cell phones and similar devices during class hours	Warning	Suspension for 1-3 days	Suspension 3-5 plus fine of USD 50 or 500 ZMW
Wearing of sunglasses/shades inside the classroom	Warning	Suspension for 3-5 days	Suspension 3 days
Interruption or disturbance while class is in session	Warning	Suspension for 3-5 days	Suspension for 6-10 days
Indecent or vulgar form of language	Warning	Suspension for 3-5 days	Suspension for 6-10 days
Stealing on campus or affiliated agencies and in hostel	Suspension for 11-20 days, Replacement / Restitution of personal property stolen	Dismissal and Replacement/ Restitution of personal property stolen	
Assault	Warning	Suspension for 3-5 days	Suspension for 6-10 days
Battery	Suspension for 5-10 days	Suspension for 11-20 days	Dismissal

## 10. Library Policy

Books and e resource facilities are available for students references which is governed by policies. Students are allowed to collect book for their references as per policy. Failure to return the books to Library as per the library's policy shall lead to a penalty applicable for each day after the expected return date. Damage to any books / CD / DVD shall lead to a penalty which may sum up to the cost of the book / CD / DVD with the Shipping charges to TAU

## 11. Graduation Policy

To be eligible for an award of MBChB degree students must complete **ALL** the following graduation requirements of Texila American University (TAU)-School of Medicine (SOM):

1. Successful completion of 4 semesters of Pre & Para Clinical Courses.
2. Successful completion of 120 weeks of approved clinical clerkships / rotations at affiliated or approved teaching hospitals
3. Successful passed the Pre - Clinical Exit exam and Clinical Exit exam
4. A student must be in good standing. He / she must receive clearance from different departments of the University, including accounts department, Office of Registrar, laboratories and the library. He/ she must also be of good conduct and character.
5. The student must complete logbook and submit all the 12 logbooks evaluated by Head of rotation to the examination department. The details of rotations are as follows:

**Year Three:** Internal Medicine 1, Surgery 1, Pediatrics 1 & Obstetrics & Gynecology 1 (10 weeks each = 40 weeks)

**Year Four:** Community Medicine, Psychiatry & Mental Health, Internal Medicine 2 & Surgery 2 (10 weeks each = 40 weeks)

**Year Five:** Internal Medicine 3, Surgery 3, Pediatrics 2 & Obstetrics & Gynecology 2 (10 weeks each = 40 weeks)

**Total: 120 weeks**

## 12. Bullying and Cyberbullying Policy

- TAU SOM will not tolerate Bullying & Cyber Bullying under any circumstances. Responsibility lies with student to ensure that Bullying does not occur.



- This policy applies to conduct that takes place in any TAU SOM related context, including classroom, TAU SOM premises, conferences, workshops, and social media.
- Student should subject any other employee, student, customer, or visitor to any form of Bullying & Cyber Bullying.
- A breach of this policy will result in disciplinary action, up to and including cancellation of admission.
- The student should identify the bullying behavior, explain that the behavior is unwelcome and offensive and ask that the behavior stops.
- Complainants have the right to determine how to have a complaint treated, to have support or representation throughout the process, and the option to discontinue a complaint at any stage of the process.
- The alleged harasser also has the right to have support or representation during any investigation, as well as the right to respond fully to any formal allegations made. There will be no presumptions of guilt and no determination made until a full investigation has been completed.
- No student will be treated unfairly as a result of rejecting unwanted advances. Disciplinary action may be taken against anyone who victimizes or retaliates against a person who has complained of sexual harassment.

### **12.1 Consequences for Non-compliance**

- All medical students found in violation of the TAU SOM Bullying & Cyber Bullying Policy will be subject to disciplinary action.
- A student found violating the Bullying & Cyber Bullying Policy will be considered to have violated the Student Code of Conduct and be subject to disciplinary action.
- The students affairs department may notify parents/guardians of students, when a student is found responsible for a violation of the Bullying & Cyber Bullying Policy.
- TAU SOM strongly encourages any student who feels they have been bullied to report to the authority as soon as possible.
- Any reports of bullying will be treated seriously and promptly with sensitivity.

### **12.2 Complaint Process**

Bullying & Cyber Bullying can occur at any level of the organization, can be experienced by both men and women, and may involve a co-worker, student, staff, manager, service provider or visitor Where possible, the student or employee should make the perceived harasser(s)

aware that they find their behavior offensive, unwelcome, unacceptable, and that it needs to stop immediately. If the behavior continues, or if the employee or student feels unable to speak to the person(s) directly, they should contact their supervisor or Student Affairs Manager, respectively.

Alternatively, an employee or student may contact the Dean's Office if they feel comfortable with

### **12.3 Formal Complaints Procedure**

- In the case of a formal complain of Bullying & Cyber Bullying, a formal procedure will be coordinated by the Dean, TAU SOM, who will construct an appropriate investigating team.
- Formal investigations may be conducted internally or by an external investigator.
- An investigation involves collecting information about the complaint and then making a finding based on the available information as to whether the alleged behavior occurred. Once a finding is made, the investigator will make recommendations about resolving the complaint.
- The investigator will comprehensively and accurately document all information obtained during the interviews including the parties involved, timing, location, and nature of conduct complained against.
- Records are to be kept and filed in a confidential and secure place.

Based on the findings, possible outcomes of the investigation may include, but will not be limited to, any combination of the following:

- Counselling
- Disciplinary action against the harasser (e.g. demotion, transfer, suspension, probation or dismissal)
- Official warnings that are noted in the respondent's personnel file.
- Disciplinary action against the person who complained if there is strong evidence that the complaint was vexatious or malicious.
- Formal apologies and undertaking that the behavior will cease.
- Conciliation/mediation conducted by an impartial third party where the parties to the complaint agree to a mutually acceptable resolution.

On completion of the investigation, all parties will be informed about the investigation findings and the outcome of the investigation.

## **13. Alcohol and Drug Abuse Policy**

- Alcohol and illicit drug use can pose many safety and health risks. In light of this, TAU SOM

Alcohol and Drugs Policy prohibits all use of illegal drugs.

- Behavior at off-campus events, which are not sponsored or funded by TAU SOM will be subject to the School's discipline system if the conduct violates local, state, or government law or when the School determines that the conduct has a direct impact on the educational mission and interests of the institute and/or the safety and welfare of the University community.
- Alcohol in University Housing ( Hostels): Alcohol is not permitted within undergraduate living units. If school notices any undergraduate living unit (room, or apartment) where an alcohol policy violation is taking place may result in disciplinary action.

### **13.1 Consequences for Non-compliance**

- All medical students found in violation of the TAU SOM Alcohol and Drugs Policy will be subject to disciplinary action.
- A student found violating the Alcohol and Drugs Policy will be considered to have violated the Student Code of Conduct and be subject to disciplinary action. In the first instance the school will issue a warning letter along with the counselling.
- School will make an attempt to assist those students with a rehabilitative manner. The services of a psychiatrist is available for such cases.
- If the School finds the same student violating the Alcohol and Drugs Policy for second time, punishment will be more severe including expulsion from the university.

The Student affairs department may notify parents/guardians of students, when a student is found responsible for a violation of the Alcohol and Drugs Policy.

### **14. Communicable diseases other than HIV/AIDS**

- Because of the seriousness of communicable diseases, and to protect the rights of those affected and the safety and welfare of others, TAU-SOM has established this policy.
- The Office of Dean will answer inquiries from medical students as to which diseases are reportable and will provide other information concerning these diseases.
- Students who know, or who have reasonable basis for believing that they are or may be infected by a communicable disease, shall immediately report the same to the Dean, SOM.
- Students infected with communicable diseases shall not automatically be excluded from initial enrollment or otherwise restricted in their access to the university's facilities or services unless, the TAU-SOM (its decision process coordinated through the responsible authorities

within the institute) determines that exclusion or restriction is necessary to protect the welfare of the infected individual and other students.

- Students, who acquire chickenpox while residing on campus, will be required to leave campus until it is determined by their health-care provider that they are no longer contagious to others.
- For students assigned at clinical sites, the Clinical Coordinator or the Dean - SOM may recommend the students not report to their clinical site if they have signs of a communicable or infectious disease; including, but not limited to skin lesions, respiratory illness, gastrointestinal illness blood and/or body secretions.
- In the event of student misses a significant amount of classes or clinical experiences due to illness, the HODs in consultation with Dean, SOM will decide the students' status; which may result in a grade of an incomplete or additional clinical experience.

#### **14.1 HIV/AIDS**

- A student with HIV infection will have the same right to attend the institution and receive services as any other student and will be subjected to the same rules and policies. HIV will not be a factor into decisions concerning class assignments, privileges, or participation in any institution related/sponsored activities.
- The privilege of participating in any institutional activities is not conditional on a student's HIV status. Institutional authorities will make reasonable accommodations to allow students living with HIV infection to participate in any institutional-sponsored activity.
- Student's HIV status will not influence his/her eligibility to qualify for student financial assistance
- Every employee at the TAU-SOM has a duty to treat as highly confidential any information concerning the HIV status of a student
- Student affairs department/ The Psychiatrist will periodically counsel the HIV infected students
- Institutional faculty & staff will always attempt to maintain a respectful institutional climate and not permit physical or verbal harassment of any individual. This includes taunts directed against a student living with HIV infection, a student perceived as having HIV infection, or a student associated with someone with HIV infection.
- The affected students are also advised to undergo post-test counseling and receive highly active anti-retroviral therapy (HAART).

## **15. Exposure to Infectious and Environmental Hazards Policy**

TAU-SOM has a policy in place that effectively address medical student exposure to infectious and environmental hazards, including:

- a) The education of medical students about methods of prevention
- b) The procedures for care and treatment after exposure, including a definition of financial responsibility
- c) The effects of infectious and environmental disease or disability on medical student learning activities. All registered medical students are informed of this policy before undertaking any educational activities that would place them at risk.

### **15.1 Preparedness for Environmental Hazards**

Students shall be introduced to the concepts of infectious and environmental hazards, prevention, and control in their first year of studies. Furthermore, students shall be educated in universal precautions and techniques for infectious and environmental hazards prior to beginning clinical learning activities.

### **15.2 Prevention of Environmental Hazards**

Medical students can be exposed to infectious and environmental hazards. They are expected to take reasonable precautions to avoid environmental hazards and take appropriate preventative measures to protect themselves and others from infectious disease. It is the responsibility of all faculty, staff, and students to notify the clinical coordinator & Dean School of Medicine in a timely manner of the existence of any infectious or environmental hazards that might affect students.

### **15.3 Exposure to Infectious and Environmental Hazards**

- Following an exposure, affected students must contact the Dean's office within 24 hours.
- It is expected that affected students will cooperate with the evaluation, treatment and follow up recommendations made at the time of their exposure assessment.
- A student who contracts a blood borne infection while in school, after seeking appropriate care, is required to notify the Office of Dean of his/her status. Notifications will be kept strictly confidential.
- If the student has not seen an Infectious Disease physician with experience in treating and counseling health care workers, he/she will be advised to do so.

#### **15.4 Effects on student learning activities**

Students whose learning activity is interrupted as a result of an exposure incident should contact the Dean, School of Medicine, as soon as possible. Upon verification, shall communicate with related faculty regarding the medical student's absence and, where necessary, to accommodate an alternative educational or clinical activity.

In the event of infection with a blood-borne pathogen that could potentially impact the safety of patients or other health care providers, Dean TAU SOM will take the final decision in consultation with the TAU Administration.

#### **16. Immunization Policy**

This policy outlines the vaccination requirements for both International and local medical students.

##### **16.1 International medical students**

1. International students should receive vaccines before travelling to ZAMBIA.
2. Vaccination certificates for Hepatitis B, Yellow fever, Mumps, Rubella and Polio are required.
3. Students should consult with appropriate physician and/or health institution and vaccinated accordingly
4. Students should submit authenticated vaccination certificates to registrar office prior to departure from home country.
5. Vaccination certificate is forwarded to Admission committee by the registrar office within 2 days to check the compliance.

##### **16.2 Local medical students**

- Local medical students should receive vaccine upon admission to TAU SOM.
- Vaccination certificates for Hepatitis B, Yellow Fever, Mumps, Rubella and Polio are required
- Students should submit notarized (if from private physician) vaccination certificates to the registrar office.
- Vaccination certificates from Government institutions do not need notarization.
- Vaccination certificate forwarded to Admission committee for verification and further vaccination scheduling will be advised on a case to case basis

#### **17. Sexual Harassment Policy**

- TAU SOM will not tolerate sexual harassment under any circumstances. Responsibility lies with every Faculty, Mentor and employee/volunteer to ensure that sexual harassment does not occur.
- This policy applies to conduct that takes place in any TAU SOM related context, including conferences, workshops and social events.
- No employee or student at any level or program should subject any other student, colleague, employee or staff to any form of sexual harassment.
- A breach of this policy will result in disciplinary action, up to and including termination of employment or dismissal from the program as per the case.
- TAU SOM strongly encourages any staff, faculty or student who feels they have been sexually harassed to report to the authority as soon as possible.
- Any reports of sexual harassment will be treated seriously and promptly with sensitivity. Such reports will be treated as completely confidential up to the point where a formal or informal complaint is lodged against a particular person, at which point that person must be notified under the rules of natural justice.
- Complainants have the right to determine how to have a complaint treated, to have support or representation throughout the process, and the option to discontinue a complaint at any stage of the process.
- The alleged harasser also has the right to have support or representation during any investigation, as well as the right to respond fully to any formal allegations made. There will be no presumptions of guilt and no determination made until a full investigation has been completed.
- No employee or student will be treated unfairly as a result of rejecting unwanted advances. Disciplinary action may be taken against anyone who victimizes or retaliates against a person who has complained of sexual harassment.

### **17.1 Consequences for Non-compliance**

1. All staff, faculty and medical students found in violation of the TAU SOM Sexual Harassment Policy will be subject to disciplinary action.
2. A student or employee found violating the Sexual Harassment Policy will be considered to have violated the University Code of Conduct and be subject to disciplinary action.
3. The students affairs department may notify parents/guardians of students, when a student is found responsible for a violation of the Sexual Harassment Policy.

## 17.2 Complaint Process

- Sexual harassment can occur at any level of the organization, can be experienced by both men and women and may involve a co-worker, student, staff, manager, service provider or visitor. Lack of intent is no defense in sexual harassment cases.
- Where possible, the student or employee should make the perceived harasser(s) aware that they find their behaviour offensive, unwelcome, unacceptable, and that it needs to stop immediately.
- If the behaviour continues, or if the employee or student feels unable to speak to the person(s) directly, they should contact their Supervisor or Student Affairs Manager, respectively. Alternatively, an employee or student may contact the Dean's Office if they feel comfortable with it. The Dean's office will provide support and ascertain.

## 17.3 Formal Complaints Procedure

- In the case of a formal complaint of sexual harassment, a formal procedure will be coordinated by the Dean, TAU SOM, who will construct an appropriate investigating team.
- Formal investigations may be conducted internally or by an external investigator.
- An investigation involves collecting information about the complaint and then making a finding based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, the investigator will make recommendations about resolving the complaint.
- The investigator will comprehensively and accurately document all information obtained during the interviews including the parties involved, timing, location, and nature of conduct complained against.
- Records are to be kept and filed in a confidential and secure place.

Based on the findings, possible outcomes of the investigation may include, but will not be limited to, any combination of the following:

- Counselling
- Disciplinary action against the harasser (e.g. demotion, transfer, suspension,



probation or dismissal)

- Official warnings that are noted in the respondent's personnel file
- Disciplinary action against the person who complained if there is strong evidence that the complaint was vexatious or malicious
- Formal apologies and undertaking that the behavior will cease
- Conciliation/mediation conducted by an impartial third party where the parties to the complaint agree to a mutually acceptable resolution.

On completion of the investigation, all parties will be informed about the investigation findings and the outcome of the investigation.

## **18. Health and Disability Insurance**

### **International Students:**

All students of TAU are required to have a health insurance, which caters to our student's medical needs. Expenses incurred for testing, counselling, and post-exposure prophylaxis will be billed to the student's health insurance carrier.

1. All the students of TAU-SOM are required to have health insurance upon entering and during enrollment.
2. All the students of TAU-SOM are recommended to have a disability insurance.
3. At the beginning of each academic year, and periodically throughout the year (beginning of each semester), students may be asked to show proof of health insurance.
4. The registration department is responsible for obtaining health insurance coverage information each semester of enrollment in their programs.
5. At the beginning of each semester, students will have 14 working days to provide the proof of health insurance

## **19. Appeal Procedures and Sanctions**

TAU, through its general and academic committee shall determine the standards of conduct appropriate for those who become members of student community. These standards apply to all and will be administered by the Registrar as per the final decision from the Disciplinary Committee designee who may take disciplinary action deemed appropriate for the violation committed. Students must keep in mind that admission to the University is a privileged status and involves special additional obligations to the school community. It also presumes that students, as members of the academic community, understand due regard for law and the

rights of others are always involved in the realm of liberty.

Student conduct, on or off campus, prejudicial to the best interest of the school may be considered cause for disciplinary action or dismissal. The disciplinary actions are verbal reprimand, letter of reprimand, suspension and expulsion.

The Process of Investigation and Hearing of Cases:

1. Upon receipt of the complaint, the designated officer of Student Affairs Department (SAD) shall conduct a preliminary investigation to determine possibility of immediate resolution of the case and probable cause of filing the case with the Disciplinary Committee.
2. Within five (5) days from the conduct of preliminary investigation, the designated officer shall call for the parties to afford them opportunity to clarify facts and to reach a possible mutually acceptable solution.
3. If the parties did not arrive at a mutually acceptable solution, the designated officer shall file with the Disciplinary Committee for hearing, within five (5) days from the failed preliminary mediation, an information, citing the following:
  - a) Specific violation
  - b) Facts of the case,
  - c) Parties involved,
  - d) Preliminary investigation any action taken reports, and
  - e) Recommendation

Complaint, Incident reports and other documents relative to the case shall likewise be forwarded to the Disciplinary Committee.

Within ten (10) days of receipt of the request for a hearing, the Chairperson of the Disciplinary Committee shall arrange for a hearing. During the hearing, all parties should be formally notified to ensure their attendance. Majority of the member of the committee shall constitute a quorum to hear cases.

Within ten (10) days from the conclusion of the hearing, the Chairperson of the Disciplinary Committee shall set forth a written document addressing findings of fact and the decision reached by the Committee. Copies shall be addressed to the parties, members of the committee, Registrar

and Vice-Chancellor.

**Appeals**

The Academic Department of the TAU is accountable for establishing and maintaining appropriate academic standards for coursework and for informing students of any special rules or practices for a particular class.

**20. Acknowledge of Receipt and Understanding of Student Handbook**

I, ..... student at the Texila American University, have received, read, understood and pledged to abide by the policies of the University as set forth herein (to be signed by the student and returned into the Administrative Office prior to the start of their 1st semester at TAU).

\_\_\_\_\_

Student Signature

Date: \_\_\_\_\_